

05/10

LDFH 4A

# LITHGOW & DISTRICT FAMILY HISTORY SOCIETY INC

PO Box 516 Lithgow NSW 2790

## RESEARCH INQUIRY

**PLEASE PRINT**

Date:.....

Membership no. (if applicable).....

If not, do you wish to become a member?.....

Name:.....

Address:.....

Amount of money enclosed:.....

.....

Email address if applicable:.....

<b>Research Fee:</b>		<b>Membership Fees</b>	<b>\$5 Initial Joining Fee</b>
<b>Non Member Mail Enquiry</b>	<b>\$30.00 per hour</b>	<b>Yearly Fee \$35.00 (no Journals)</b>	<b>Yearly Fee \$51.00 (includes Journals)</b>

**Please enclose the required amount to meet the research and a LARGE Stamped Self Addressed Envelope.**

**We regret that no research can be undertaken until the fee is paid.**

To assist us to give you the best value for your money please supply **ALL** the known and relevant information of person(s) you wish us to research. It would be appreciated if you could attach a family tree, pedigree chart or family group sheet and any other relevant documents such as copies of certificates

Last Name	First name	Birth date & place	Marriage date & place	Name of spouse	Death date & place	Children - names & relevant dates & places of birth & death

Please attach a sheet with extra information if necessary    State the religion if applicable:.....

What information do you require? Please be specific:

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**State which records you have already researched and the results, if relevant to the search that you wish us to do:**

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**RESEARCH ENQUIRY INFORMATION SHEET**

<b>Postal Address</b>	PO Box 516, Lithgow NSW 2790
<b>Library Address</b>	Ewen Smith Memorial Hall, cnr Tank & Donald Sts, Lithgow
<b>Library phone no.</b>	(02) 6353 1089 - only during library hours below.
<b>Library Hours</b>	Tuesday 6.00pm -9.00pm Friday 10:00am – 4:00pm
	First Saturday of the month 10:00am – 4:00pm (except January)
<b>Website &amp; Email:</b>	<b>Website:</b> <a href="http://www.lisp.com.au/~ldfhs">http://www.lisp.com.au/~ldfhs</a> <b>Email:</b> <a href="mailto:ldfhs@lisp.com.au">ldfhs@lisp.com.au</a>

The Society is prepared to undertake limited research on a single surname basis principally from its own records and indexes and recommends that involved or extensive enquiries be referred to a professional researcher.

Should you wish research to be undertaken on your behalf, please complete the Research Request form, the Researcher’s Agreement Form below and forward same with as much background information as possible, including dates where known. Copies of any relevant certificate, pedigree charts etc are always useful as well. Please enclose payment, as noted on the form, and send to the Secretary at the above address. Please also enclose a LARGE stamped self addressed envelope.

The Society's research volunteers receive many requests and it would be appreciated if your enquiry could be brief. Please understand that, while every effort is made to provide correct information, the Society cannot accept responsibility for errors which may occur

Family History Organisations are required to comply with the new private sector provisions of the Australian Privacy Act.

Researchers, who access the library’s resources, provide certain information to the society in the course of their research. This information includes (but is not limited to) name, contact details and research interests. This information is placed on file and in the index card system, and may be included in the journal and on our web-site.

The above information and other records acquired by the Lithgow & District Family History Society Inc including (but not limited to) genealogy charts, certificates, family stories, photographs, correspondence are placed on the library’s shelves for the purposes of research.

During the course of family history research this information may be provided to members and non-members, who agree to use the information in the course of their personal family history or local history research, and is not for publication without written permission of the copyright holder.

Should you have any concerns regarding the information you supply to the society please contact the Secretary, Lithgow & District Family History Society Inc, PO Box 516, Lithgow. NSW 2790.

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RESEARCH ENQUIRER’S AGREEMENT

I understand that any information provided by Lithgow & District Family History Society Inc is for the purpose of personal family history or local history research, and is not to be published without written permission of the copyright holder.

I undertake to respect the privacy of, and not cause distress to, living persons.

Signed: ..... Date: .....

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I am agreeable to further sharing of information about myself and my research interests, by the Lithgow & District Family History Society Inc as outlined above.

Yes/No (Please indicate choice)

Signed: ..... Date: .....