

Knox County Public Library System
500 West Church Avenue
Knoxville, Tennessee 37902
(865) 215-8750

Calvin M. McClung Historical Collection
East Tennessee History Center
(865) 215-8801

Dear Researcher:

Materials you have requested may be available from your local library or through interlibrary loan. Please check with your local library.

- Information you have requested will be researched upon receipt of a check or money order for \$_____ payable to the Knox County Public Library. The staff will answer **two specific questions per letter**, upon payment of the applicable fee. This is a non-refundable search fee that also entitles you to up to 15 photocopies or 5 copies from microfilm. A cost for any additional photocopies that might be of interest will be quoted if any are found.
- Photocopies of up to three (3) obituaries will be provided for a charge of \$3.00. Date(s) of death *must* be provided by the person making the request.
- The library is not staffed to do original family research or broad in-depth research on a person or family. You may wish to either visit the library or to employ a person who conducts research for you on a fee basis. A list of researchers is enclosed.
- Federal census microfilm is available for rent through your local library or through a loan directly to you from Census Microfilm Rental Program, P.O. Box 30, Annapolis Junction, MD 20701-0030.
- Military Service records prior to World War I, aside from state militia service, are available from the National Archives. You must make your request on their form NATF 80, available from: General Reference Branch (LNNRG-P), National Archives and Records Administration, 7th and Pennsylvania Avenue NW, Washington, DC 20408.
- Microfilm of many Knoxville and other Tennessee Newspapers is available for sale from the Tennessee State Library and Archives, 403 Seventh Avenue North, Nashville, TN 37219.
- OTHER: _____

Please send a self-addressed, stamped envelope with inquiries.

When you visit Knoxville, we will be glad to assist you with research in our library.

Sincerely,
McClung Historical Collection

FEE SCHEDULE

Research requests (includes up to 15 photocopies or 5 copies from microfilm):

Knox County Residents..... Copy costs only (plus postage if applicable)
Tennessee Residents..... \$5.00
Out-of-state residents..... \$15.00
Additional copies..... \$0.25 each
Additional copies from microfilm..... \$0.50 each
Obituary requests (up to 3 obituaries with date of death provided).....\$3.00 for out-of-county/out-of-state residents. Copy costs only for Knox County residents (plus postage if applicable).

\$15.00 fee for returned checks