

## Ordering Records from Jackson County Genealogy Library

You can request records from us either by (1) filling in the information requested on the Postal Request Form, printing the form and then mailing it to Jackson County Genealogy Library or by (2) filling in the information requested in the *Buy Now* form. Once you complete the Buy Now form, your information is emailed directly to our librarian.

You cannot receive the document you have requested unless you provide us with the name of the person and the volume and page of the book. These forms can be found on the page containing the index to the volume containing the record you are requesting. A sample *Buy Now* form is shown below:

Obituary Clipped from Jackson County Newspapers

Obituary for one person \$10.00 ▾

How to order:

Specify person's name ▾

Last name, first name

Year or year range, page(s)

**Buy Now**

MICROSOFT VISA DISCOVER BANK

The first line defines the record you are requesting, in this case an obituary clipped from Jackson County Newspapers, and that the obituary costs \$10.

The second line explains how you should order your record. If you click on the arrow to the right of “Specify person’s name,” the instructions tell you what information is needed in the form, e.g., name, year and page(s) and remind you to request records for only one person per form. If the person’s name appears on multiple pages you may request any or all of the pages mentioned.

The third line asks you to type into the blank text box the last name and then the first name of the person whose record you are requesting.

The fourth line asks you to type into the blank text box the year or year range of the book the index refers to and to indicate the page(s) on which the record can be found.

You can find all this information in the index to the record set from which you are ordering, that index is shown just below the Postal and *Buy Now* forms. If you provide this information for us, we can respond quite quickly to email requests. . If you want further information about your order you can contact the librarian directly at [librarian@rvgslibrary.org](mailto:librarian@rvgslibrary.org).