

# GSNJ Collections—Research Request Form



## Instructions

Requests are answered as promptly as possible and are completed for records or information within GSNJ Collection only.

### 1) Identify Your Research Needs (Bible and Family Records, *GMNJ* articles, or General Research)

- **Bible and Family Records:** the published record number and family name are **REQUIRED**. Search Bible and Family Record indexes for your surname [go to GSNJ Bible and Family Records Collection page on [gsnj.org](http://gsnj.org) and search both indexes]. Note the published record number and family name.
- ***GMNJ* articles:** volume, issue and page numbers are **REQUIRED**. Search *GMNJ* Article/Author Index on [gsnj.org](http://gsnj.org) for your surname or topic of interest [go to *The Genealogical Magazine of New Jersey* page on [gsnj.org](http://gsnj.org) and search Title and Author index]. Note the volume, issue and page numbers.
- **General Research:** surnames, dates and details are **REQUIRED**. Use the Finding Aids on [gsnj.org](http://gsnj.org) to locate collections that contain your surnames [go to GSNJ Family Record Collections & Collections on Specific Families pages]. Note the collection name(s).

### 2) Complete Research Request Form

Mail completed form to                      Or              E-mail completed form to [reference@gsnj.org](mailto:reference@gsnj.org)  
GSNJ Corresponding Secretary  
P.O. Box 664  
Hopewell, NJ 08525

Alternatively, you can send all required information (without the form) in an email to [reference@gsnj.org](mailto:reference@gsnj.org)

### 3) Research Fees for Members and Non-Members

GSNJ Members receive copies and general research at no-cost. Non-Members will receive an invoice; research requests are added to the queue once payment is received. See the fee schedules below.

#### **Non-member research fees:**

- \$5 per Bible & Family Record copy (digital only)
- \$5 per *GMNJ* article (digital only)
- \$25 per hour for General Research. Initial \$25 is for 1 hour of general research. (results sent digitally only)
- Additional General Research hours will be coordinated with the requestor and will be billed after research is complete. Research is provided after it is paid for.
- If printed copies are requested, the cost for copies will be billed to requestor.

#### **Member research fees:**

- 5 free Bible & Family Record requests per year (digital only)
- 5 free *GMNJ* article requests per year (digital only)
- 3 free hours of General Research per year (Results sent digitally only)
- Once the annual cap is reached, non-member fees described above are applied.
- If printed copies are requested, the cost for copies will be billed to requestor.
- Although copies & general research are provided at no-cost, donations are welcome [go to <https://njgenealogy.square.site/> or mail a check].

### 4) Copies and Research Results

Copies of Bible & Family Records, *GMNJ* articles and material from the GSNJ General Collection are provided in digital format via email. If you want paper copies mailed to you, indicate this on the Research Request Form.

# GSNJ Collections—Research Request Form



## Personal Information (\* indicated required fields)

Name \*

Street Address \*

City \*

State/Province \*

Zip/Postal Code \*

Country \*

Phone Number \*

E-mail \*

\* USPS Mail Delivery Requested: YES NO (check one)

GSNJ Member? YES NO NOT SURE (check one)

## Research Inquiry

\* Bible & Family Records GMNJ Articles General Research (check all that apply)

Provide details below on your research inquiry here. For example, provide published Bible and Family Record number and surname; provide *GMNJ* volume(s), issue(s) and page numbers; provide surnames, dates and details along with GSNJ collection name(s), if applicable. Add additional pages if needed.