

OAK LAWN PUBLIC LIBRARY

LOCAL OBITUARY SEARCH POLICY



Patrons have the option to visit the Oak Lawn Public Library to search for an obituary. The Periodicals staff will instruct the patron in the use of the library's microfilm and online materials and equipment if the patron wishes to search for an obituary in the library.

For those patrons who request that the library conduct an obituary search on their behalf, the following information applies.

REQUESTS WITH A CITATION

Patrons are encouraged to search the Local Obituaries Index which is available on the library's home page at www.oaklawlibrary.org

Click on Library Resources>Local History>Local Obituaries Index. This index will provide a citation to obituaries from 1985 to the present appearing in selected local newspapers. These are the Daily Southtown, SouthtownStar, Beverly Review*, Blue Island Forum*, Oak Lawn Reporter, Oak Lawn Star and Southwest News Herald (formerly Southwest Courier.)*

Upon written request, the Periodicals Unit will retrieve and copy cited obituary requests, for a fee of **\$5.00 per citation**, from the Daily Southtown, SouthtownStar, Oak Lawn Independent, Oak Lawn Reporter and the Oak Lawn Star.

*Patrons should contact their local public library for information on obtaining obituaries from the Beverly Review, the Blue Island Forum and the Southwest News Herald.

REQUESTS WITHOUT A CITATION

Upon written request, the Periodicals Unit will search for an obituary in the Daily Southtown, SouthtownStar, Oak Lawn Independent, Oak Lawn Reporter and the Oak Lawn Star according to the following fee schedule:

Request for a search of a date of death without a newspaper citation: **\$10.00 per name** [Staff will search one week before and one week after specified date.]

Request for search of multiple specified dates: **\$10.00 per name per date.**

All fees are non-refundable. We do not fax obituary information, but we do offer email delivery. Fees must accompany request form.

Obituary Search Request

Please use one form for each name.

First Name of Deceased:

Middle Name of Deceased:

Last Name of Deceased:

Maiden Name of Deceased:

Nicknames of Deceased:

Date of Death (Exact or Approximate):

Newspaper citation (if you have it):

Paper:

Date:

Page:

Your name and phone number:

- I request email delivery. My email address is: _____
- I request postal delivery. I have enclosed a self-addressed stamped envelope.
- I have enclosed a check or money order for \$_____ made payable to the Oak Lawn Public Library.
- I understand that all fees are non-refundable, even in the event that the library cannot locate the requested obituary.

**Please mail your completed
Obituary Search Request form,
along with payment, to:**

Oak Lawn Public Library
Periodicals Unit
9427 S. Raymond Avenue
Oak Lawn, IL 60453



708-422-4990

Monday - Thursday 9 a.m. - 9 p.m.

Friday & Saturday 9 a.m. - 5 p.m.

Sunday (mid-Sept. thru mid-May) 1 p.m. - 5 p.m.

2008