

**Hollis F. Price Library
Archive(s) Request Form**

Requests for materials from the Library/Archive(s) of LeMoyne-Owen College are accepted in person or by email. The requests are answered in the order received and you should receive a response within 72 hours. For questions, comments or concerns, please contact Ms. Townsend at 901-435-1350 jameka\_townsend@loc.edu or library@loc.edu.

**Name:** Click or tap here to enter text.­

**Address:** Click or tap here to enter text.

**City:** Click or tap here to enter text. **State:** Click or tap here to enter text. **ZIP Code:** Click or tap here to enter text.

**Phone #:** Click or tap here to enter text. **E-Mail:** Click or tap here to enter text.

**Type of record or information:** Click or tap here to enter text.

**Approximate time period/estimated date of requested records**: Click or tap here to enter text.

**More Details:**

Click or tap here to enter text.

**Acknowledgement** – **Any materials including documents, pictures, texts, etc., pulled from the archive(s) must be given proper credit when/if used for any research, publications or business.**

**Requester Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** Click or tap here to enter text.

**--------------------------------FOR STAFF USE ONLY------------------------------------------------**

**Request Received By:** Click or tap here to enter text.

**Request Processed By:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

**Comments:**