



## Request Procedure for Local Newspaper Articles and Obituaries

Due to increased demand for newspaper research in Charlottesville's "Daily Progress," the Jefferson-Madison Regional Library system has implemented the following procedures:

- Since there is neither index to nor a way to search in the "Daily Progress," an exact date of an event must be submitted for every search request.
- For an obituary the search will go one week beyond the date of death. For other newspaper research the one week search will be done in the most efficient manner.
- Local patrons who desire local newspaper searches are encouraged to come to the Jefferson-Madison Regional Library to do the research on their own.
- There will be a limit of 3 newspaper searches each month per patron.
- Email response is the preferred response for newspaper searches. Articles will be sent in *pdf* format. To read this format, patrons must have Adobe Reader installed on their computers. One can download free Adobe Reader by going to the following website:  
<http://www.adobe.com/products/acrobat/readstep2.html>.

For more information please contact the Reference Department at the Jefferson-Madison Regional Library.

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