

Special Collections Request for Copies

Riley-Hickingbotham Library
Ouachita Baptist University

**For each search request, print out this document and complete it by hand.
Mail all request forms and the total search fee payment in one envelope.**

Search Fee

There shall be a standard charge of \$5/individual name to conduct a general search of readily-available published sources for requests received by mail. Detailed searches by Special Collections staff are not available.

Copying/Mailing Fee

If we locate the requested items, we will notify you and bill you for the copying/ mailing fees:

- \$.25/page for all photocopying, with a \$3.00 minimum
- \$3.00 shipping and handling fee on each package

Time of Payment

All fees are payable in advance. No search will be conducted or copies made until all appropriate fees have been paid.

Provisos

- All fees are subject to change without notice.
- No refunds will be given. Fees are for service rather than results.
- All requests must be submitted in writing on OBU forms; telephone and e-mail requests cannot be honored.
- Only 50 copies per individual name searched will be made by Special Collections staff.
- All checks should be made payable to Riley-Hickingbotham Library.
- These fees apply only to "absentee" requests, not to patrons working in Special Collections in person.
- These fees are not applicable to official requests from administrative offices at the University, offices of the Arkansas Baptist State Convention, or churches/associations affiliated with the Arkansas Baptist Convention.

Request for Search - Clark County, Arkansas

Name/Surname to be searched: _____

Date of Birth: _____ Date of Death: _____

Dates of Residence in Clark County, Arkansas: _____

Mark all the sources listed below which are appropriate to your research. Any listings in these sources will be copied and sent to you. Detailed searches by Special Collections staff are not available. All orders for records must be made by reference to the result of this preliminary search, unless specific citations for other materials are provided.

Clark County, Arkansas

- _____ Obituaries Index: 1869-1986
- _____ Clark County, Arkansas, Obituaries and Death Notices: 1869-1925
- _____ Census Index, 1830
- _____ Census Index, 1840
- _____ Census Index, 1850
- _____ Census Index, 1860
- _____ Census Index, 1870
- _____ Census Index, 1880
- _____ Census Index, 1890 "Reconstructed" from Clark Co. AR tax records
- _____ Census Index, 1900

- _____ Census Index, 1910
- _____ Census Index, 1920
- _____ Homestead Entries: 1879-1920
- _____ Marriage Records Index: 1819-1992
- _____ Unclaimed Marriage Licenses Index
- _____ Circuit Court Records General Index: 1851-1958 (books)*
- _____ Circuit Court Records Index: 1819-1878 (loose papers) *
- _____ Criminal Court Records Index: 1879-1951 (loose papers) *
- _____ Civil Court Records Index: 1884-1920 *
- _____ Probate Court Records Index: 1819-1878 *
- _____ County Court Records Index: 1834-39
- _____ County Court Records Index: 1840-44
- _____ County Court Records Index: 1845-58
- _____ County Court Records Index: 1859-66

*** Copies from these records will be made only if the person being researched was either the plaintiff or defendant in the case.**

Payment

Make check or money order payable to Riley-Hickingbotham Library. Mail all request forms and the total search fee payment in one envelope to:

Special Collections
Riley-Hickingbotham Library
Ouachita Baptist University
OBU Box 3742
Arkadelphia, AR 71998

Your Contact Information

Name: _____

Mailing Address: _____

E-Mail Address: _____

Telephone Number: _____