

## **Obituary Request Procedure – Baraboo Public Library**

To obtain a paper copy of obituaries found in the Baraboo News Index (<http://sclsp.kohalibrary.com/>), please provide the following information from the citation in your request:

- Name of individual or title of article
- The name of the Baraboo publication
- Date
- Page Number (this is listed as the description in the index)

If you cannot find the information in the index, we can perform a search of our microfilm if the following information is provided in a request:

- Name of individual
- Month, date, and year of death is preferred. Month and year of death are required.

Please be advised that locating obituaries may take a great deal of time, especially when they are not listed in the index.

Send your request to the Baraboo Public Library by one of the following methods:

U.S. MAIL: Genealogy Services  
Baraboo Public Library  
230 4<sup>th</sup> Ave.  
Baraboo WI, 53913

EMAIL: [nathan@baraboopubliclibrary.org](mailto:nathan@baraboopubliclibrary.org)

Your information will be sent to you via U.S. Mail. Please provide your name and postal address with your request. We do not charge for these services, however, we do welcome any donations to help offset the costs.

If you have any questions or concerns, feel free to contact us by telephone at 608-356-6166 or by email at [nathan@baraboopubliclibrary.org](mailto:nathan@baraboopubliclibrary.org).

Thank you for your request!