

**GUIDE UPDATE WORKSHEET**

**Mail to:**

*Please print clearly or type changes/additions to old worksheet.*

LHC, 2199 Saw Mill River Road, Elmsford, NY 10523

Contact Name:

Collections:

Contact Telephone:

General:

Date Form filled in:

Name of Institution:

Institution also known as:

Institution Telephone:

Archives/photographs:

Location address:

Mailing address:

Special: (i.e. archaeological, ethnographic, folk, regional)

County:

Hours/Days open:

Other:

Access for people with disabilities:

full    partial    none

Admission fees:

Description of organization, physical facilities, unique features:

Programs: Do not list one-time-only events

(Indicate any national, state, or local landmark designation)

School services:

Ongoing exhibits:

Other Facilities:

Ongoing special events:

Museum shop

Car parking

Food service

Dining/lunch room

Hiking trails

Private rental facilities

Research Access:    Hours:

Ongoing seasonal events:

By appointment only    Other times by appointment

By written request    On-site library/archive/research room

Computer database

Written finding guides

Guided tours