

SCHULTZ-HOLMES MEMORIAL LIBRARY

GENEALOGY AND LOCAL HISTORY RESEARCH REQUEST POLICY

The library's non-circulating local history holdings include a digital collection of the *Blissfield Advance* dating back to the 1870s, high school yearbooks, and pamphlet file resources.

Researchers who wish to do their own research are welcome to use the local history collection during normal library operating hours. There are no charges other than photocopying and printing charges when patrons do their own research in the collection. Library staff are available to assist any patron within the library. A computer dedicated to the digital collection, a printer, and a photo-copier are available. Printing and copying costs 10 cents per image for black and white and 50 cents for color. Our agreement with the *Blissfield Advance* does not allow for electronic copies or emailing copies from the system.

Recognizing that many genealogists and local history researchers live outside the Schultz-Holmes Memorial Library service area, library staff will correspond to out-of-town requests for a fee.

OBITUARY REQUESTS

All obituary requests must be prepaid. The following fees will apply for each obituary requested:

Photocopy when at least the exact year is known, \$5.00

If the exact year is unknown, please see Local History Research Requests below.

Fees include postage, photocopying, and handling. The fee is for research and staff time. The Schulz-Holmes Memorial Library cannot guarantee that an obituary/death notice will be located. The fee applies regardless.

Please allow at least three weeks for staff to respond to requests.

LOCAL HISTORY RESEARCH REQUESTS

All local history requests must be prepaid. Library staff and volunteers will research local history topics for a fee of \$10 per 10 articles and/or 30 years.

Please include in the request the name of the event or person and the date and location of the event, if known.

Each individual request (each person or event researched—including obituary research) is \$10. No individual request from the digital collection may be for longer than 30 years. Each 30 year search is \$10. *Up to 10 articles will be included in the result packet per each request. Some minor or duplicative information may be excluded. Searches resulting in more than 10 articles will require payment for an additional search request.*

Fees include postage, photocopying, and handling. The fee is for research and staff time. The Schulz-Holmes Memorial Library cannot guarantee that a topic will be covered in our local history holdings. The fee applies regardless.

Please allow at least three weeks for staff to respond to your request.

PAYMENT INFORMATION

Make your check or money order payable to The Schultz-Holmes Memorial Library. Payment in U.S. funds only.

APPROVED APRIL 2013