

**Henderson County Public Library
Genealogy and Local History Research Policy
October 12, 2009**

The purpose of the library's Genealogy and Local History Department is to provide access to the library's collection of genealogical and local history materials. The Library has taken steps to carefully preserve and make available information and artifacts that might be of interest to anyone who is researching people, places, events, etc. in Henderson County, Kentucky.

Library employees will assist patrons who come to the library for genealogical and local history research. The employee will explain to each patron what is available in the collection and how to use the microfilm machine, computers, printers, and photocopiers. The employee can assist the patron in using library materials, however, library employees cannot do research for patrons or complete family trees.

Other requests for research assistance may originate with a phone call, email, or letter. In these instances, library employees will provide quick lookups (less than 15 minutes) at no charge. Any research beyond 15 minutes is subject to the fee schedule below. Due to limited staffing, library employees are not able to spend more than 2 hours per month doing research for a patron. Requests that require in-depth research or completing a family tree will not be accepted. The librarian may suggest that these requests be sent to a local genealogy researcher. Although the library does not endorse or recommend genealogical or historical researchers, a list of people willing to do local searches can be provided.

Research fees are due in advance and will not be refunded if the required information is not found. The patron will be advised of additional fees for copying, mailing, etc. Materials and research results will be delivered after final payment is received.

Research fees will not be charged to patrons who come into the Library and request information.

Fee Schedule

Reference Service	Fee
<i>Research (maximum 2 hours payable in advance)</i> (includes searching for information, time spent making photocopies, sending faxes and/or preparing items for mailing)	\$20 per hour (\$5 per 15 minute increments) There is no charge if the question can be answered in less than 15 minutes. However, if research and preparation time exceeds 15 minutes, the patron will be charged for the initial 15 minutes.
<i>Photocopy fees</i> (copy machine, printer, or microfilm machine)	\$0.15 per 8 ½" x 11" page \$0.20 per 8 ½" x 14" page \$0.50 per 11" x 17" page \$0.50 per color copy
<i>Fax fees</i>	\$3.00 for the first page \$1.00 for each additional page
<i>Postage and Supplies</i>	\$3.00 for 1-25 pages \$5.00 for 26-50 pages \$7.00 for 51-75 pages \$9.00 for 76-100 pages \$0.10 per page over 100 pages
<i>E-mail</i> (includes searching, scanning, and emailing)	There is no charge if the question can be answered in less than 15 minutes.