

Henderson County Public Library
Genealogy and Local History Research Policy
October 12, 2009
(revised August 14, 2013)

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

Library employees will assist patrons who come to the library; however, they cannot do research for patrons or complete family trees.

Library employees will provide quick lookups (less than 15 minutes) at no charge. Any research beyond 15 minutes (limit 2 hours per 30 days) is subject to the fee schedule below.

Research fees are due in advance and will not be refunded if the information is not found. 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>	\$20 per hour (\$5 per 15 minute increments)
<i>Photocopy fees</i>	\$0.20 per black and white copy \$0.50 per color copy
<i>Fax fees</i>	\$1.00 per page to send and/or receive a fax
<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.