



RESEARCH POLICY

POLICY STATEMENT:

The Rock Island Public Library will perform research for genealogical and historical requests, print and electronic resources permitting.

PROCEDURES:

A research request will be made using the *Research Request* form, available at the Reference desk, on the Library's website, or by email from designated staff.

The request is forwarded to designated staff for processing. The designated staff will determine whether the Rock Island Public Library's holdings can satisfy the request.

If the request can be satisfied with the Rock Island Public Library's holdings, the question will be answered and the proper charge will be communicated to the patron.

If the request cannot be satisfied with the Rock Island Public Library's holdings, the patron will be referred to the correct organization.

REGULATIONS:

Research requests must fall under these categories:

- Obituary requests with or without a specific date
- Upper Mississippi River Valley photo requests
- Historical requests, including newspaper articles and Historical Room materials

Fees shall be charged on the following scale:

- Obituaries with correct spellings of names and with precise dates and places will cost \$5.00 each. Printing one copy of the obituary is included in this fee.
- Obituaries with incorrect information or no precise dates will cost \$15.00 per hour of research, with a minimum charge of \$15.00. Printing charges are \$0.25 per page and only available in black and white. The printing charge is not included in the hourly rate.
- Historical research requests, utilizing the Rock Island Public Library's holdings, will cost \$15.00 per hour of research. Each additional hour will be billed at \$15.00. Printing charges are \$0.25 per page and only available in black and white. The printing charge is not included in the hourly rate.
- Upper Mississippi River Valley photo requests cost \$8.00 per photo.

GUIDELINES:

Requests may be submitted by mail, email, or phone. Patrons will be notified of the final cost when requests are fulfilled.

All research can be sent to the requesting party through email, the US Postal Service, or picked up in person at any Rock Island Public Library location. Payment is due upon receipt.

In all instances, the Rock Island Public Library requires accurate and up-to-date contact information for the requesting party. The designated staff may need to contact by email, US Postal Service, or by telephone.

Acceptable payment methods include: cash, check, or debit/credit cards. Payment methods from foreign institutions will not be accepted.

REVISED DATE MARCH 2013

BOARD APPROVED DATE: 4/16/2013

REVIEWED & APPROVED: 4/19/2016

REVIEWED & APPROVED: 3/19/2019

REVIEWED & APPROVED: 4/19/2022