



## **Genealogy Research Request Policy**

The purpose of the library's Genealogy Collection 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 research assistance, primarily to patrons outside of Christian County, for a fee. "In library" short-term help will not incur a charge.

Library staff will devote approximately two hours to researching a request

If the search does not locate the requested information, the fee cannot be refunded but a list of sources searched will be provided.

All searches must be prepaid before any research is begun.

Please make your request as specific as possible. You will be notified if your request is too general or beyond the scope of our services.

### **Fee schedule**

Research (minimum 2 hours paid in advance)

### **Fee**

\$25.00 per hour or portion of an hour (The average search for one surname is a minimum of one hour.)

### **Additional charges**

Photocopy fees

.25 cents per page

\$10 per item sourced from microfiche/film

Newspaper article search

\$15.00 per article printed

Postage and supplies

The library assumes the standard fee of \$6.00 is required for postage and supplies

1963-current year obituary

.25 cents plus postage if applicable

Family files

.25 cents per page plus postage



**Hopkinsville-Christian County Public Library**  
1101 Bethel Street | Hopkinsville, KY 42240 | 270-887-4263

### RESEARCH REQUEST FORM

Date \_\_\_\_\_

Your name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone number \_\_\_\_\_ E-mail \_\_\_\_\_

1. Name of individual you are researching \_\_\_\_\_

2. Date of event (birth, death,)

3. Location of event ( for example: Trigg County, Christian County)

\_\_\_\_\_

4. Type of record you are requesting \_\_\_\_\_

5. Approximate date of resident in Kentucky (Christian County)

\_\_\_\_\_

6. Specific citations \_\_\_\_\_

\_\_\_\_\_

Please send to Hopkinsville Christian County Public Library, ATTN: Genealogy, 1101 Bethel St., Hopkinsville, KY 42240