

**TEMISKAMING SHORES PUBLIC LIBRARY
POLICY**

SUBJECT: Genealogy and Local History Research Fees POLICY NO: Info-2
APPROVAL DATE: April 17, 2007 MOTION NO: 2007-14
AMENDMENT DATE: April 19, 2017 2017-21
REVIEW DATE: 2nd quarter 2021

Fee Based Genealogy and Local History Research:

Fee based research is intended primarily for out-of-town researchers working on genealogy history projects who are not able to come to the library to do their own research. Requests for this service may be made via email or telephone.

Researchers have the option to come into the library to use the microfilm reader and microfilms of the Temiskaming Speaker (1906-2016) or our subscription to Paper of Record free of charge.

1. Research Fee: \$30.00/hour, minimum charge of 1 hour, payable in advance. It includes up to one hour of time, emailing the information and/or up to 10 copies and postage and handling. Charges apply for work done, regardless if we are able to find the information.
2. Quick Lookup Fee: \$10.00/15 minutes, payable in advance. This fee usually applies for quick lookups of obituaries, birth and wedding notices which can be found in our Index to Births, Deaths and Marriages in the Temiskaming Speaker 1906-2016. The charge is for up to two names for which the entire name and the correct dates of the event are known. It includes up to 15 minutes of staff time, emailing the information and/or up to 4 copies and postage and handling. Charges apply for work done, regardless if we are able to find the information.
3. The fee is to be submitted to the library in advance of completion of the research. Payment of the fee does not guarantee that we will be able to find the requested information in our sources, just that we will complete the research to attempt to find the information.
4. Cheques or money orders should be made payable to “Temiskaming Shores Public Library” and mailed to:

Temiskaming Shores Public Library
Attn. Library CEO
Box 668, 285 Whitewood Ave. West
New Liskeard, ON P0J 1P0