

GENEALOGY CORRESPONDENCE POLICY

Due to time and staffing constraints, Reference Department personnel cannot perform extensive research or photocopying projects.

Library staff can respond only to specific requests for information. Staff cannot compile family lineages, determine parentage, locate missing persons or undertake extensive photocopying projects from books or microfilm.

RESEARCH FEES

Microfilm copy	\$0.25 per page
Photocopy	\$0.15 per page
Fax Pages Sent	\$1.00 for first page + \$0.50 for each additional page
CD-R	\$1.00

For a **\$5.00** donation, written or electronic requests for customers living outside the library's service area will receive a limited amount of staff research time, and up to 4 microfilm or 6 photocopies.

Any resulting copies made exceeding these numbers will be billed at the individual copy price of \$0.25 per page for microfilm and \$0.15 per page for photocopies.

Please Note: Reference Department staff cannot assure the quality of facsimile pages sent due to variations in the condition of microfilm content and individual fax machine settings.

TYPES OF RESEARCH REQUESTS

Obituary/Death Notice Searches

The Reference Department staff will search the newspaper microfilm for a death notice or obituary. A complete date-of-death (MM/DD/YYYY) is required for this search. Staff will search a single newspaper over a span of five days if the exact date of the month is not known.

City Directory Searches

The Reference Department staff will search the Huntington City Directory for **one** individual name for a period of no more than five years. If an individual name is not found, staff will provide copies of the pages containing that particular surname.

Newspaper Article Search

The Herald-Dispatch newspaper is not indexed. Therefore, the Reference Department staff can only search for news articles when the exact date-of-publication is provided.

Please provide as much detailed information as possible to assist us in the search (i.e. names, dates, places, related-events, photo description, etc.).

WARNING: Photographs can appear darker on microfilm.

You may want to contact the Herald-Dispatch photo archive for assistance in locating original photographic content.

Patrons unable to visit the James E. Casto Local History Room Collection in person may send the attached form by mail, or you may submit inquiries by e-mail, or telephone to the:



James E. Casto Local History Room
Cabell County Public Library
455 Ninth Street Plaza
Huntington, WV 25701
Phone 304.528-5700
Fax 304.528-5739
Email: genealog@cabell.lib.wv.us

Request No. _____

James E. Casto Local History Room

GENEALOGY RESEARCH REQUEST FORM

Please type or print legibly in the spaces below:

Your Name _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

TYPES OF RESEARCH REQUESTS

OBITUARY SEARCH

No more than 4 names per request

Name _____ Died _____ State _____ County _____

Name _____ Died _____ State _____ County _____

Name _____ Died _____ State _____ County _____

Name _____ Died _____ State _____ County _____

CITY DIRECTORY SEARCH

For a period of no more than 5 years

Name _____

Name Of Business _____

Type of Business _____

Last Known Address _____

Last Known Telephone No. _____ Date(s) _____

NEWSPAPER ARTICLE SEARCH

Exact date of article must be provided

Headline _____

Subject(s) _____

Photo/Caption _____

Month _____ Day _____ Year _____ Page No. _____

For office use only:

Request No. _____ Date Received _____ Researched By _____ Reply Sent _____