

Geauga County Public Library  
Operating Policy Manual

SECTION: GENEALOGY AND LOCAL HISTORY RESEARCH, FEES  
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The Geauga County Public Library provides genealogy and local history information through the Anderson Allyn Room at the Chardon Library, 110 E. Park Street, Chardon, Ohio 44024 and occasionally at other branches that have specific documents not located at Chardon. The Chardon collection is focused on Geauga County, its residents and its communities. These materials are accessible during regular library hours with a genealogist available 24 hours a week to assist patrons with specific needs. These materials may not be checked out. However, there may be duplicate items available in the regular collection that may be checked out.

Researchers from outside of the Library's service area routinely request genealogy and local history information via email, mail or by phone. Library staff or volunteers provide this information for a fee.

**FEES:**

**Local access:** Researchers may visit the Anderson Allyn Room in the Chardon Library in person to look up obituaries and other local history items. The fee for obtaining copies of obituaries or other items while in the library is the current price of a photocopy on library equipment.

**Research requests by mail, email, or phone:** A \$3.00 base research fee, which includes up to 2 pages copied or scanned per obituary or per other item requested, will be charged. For research requests that result in more than 2 pages copied or scanned a base fee of \$3.00 that includes the first 2 pages copied or scanned plus 25 cents (\$.25) for each additional page copied or scanned will be charged. Postage of 50 cents (\$.50) will be charged for up to 4 pages in one envelope and for mailings of 5+ pages, the postage meter rate will be charged

Payment must be received before the documents are sent.

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