

## **Genealogy and History Research Policy**

1. Genealogy/history requests will be accepted from the general public by mail, email and telephone; from the Nebraska City Historical Society and other local organizations; and from the city and county offices. Mail and email requests are preferred to avoid misunderstandings and mistakes in spelling.
2. Library staff and volunteers will research genealogy/history requests in the order they are received. The main focus for genealogy/history research is Otoe County.
3. There is no set fee charged for genealogy/history research. It is suggested that a minimum donation of \$10.00 be made to the library for genealogy/history research. A fee of 10 cents per page will be charged for copies of documents exceeding ten (10) pages.
4. To keep postage expense to a minimum, all research information will be sent by email unless otherwise specified.

Adopted November 9, 2016