

# GRUNDY LIBRARY

The Margaret R. Grundy Memorial Library

Dana Barber · Library Director

## Grundy Archive Research Procedure

The Grundy Foundation welcomes researchers to our facilities. Some of our historical and genealogy-related collections, such as microfilm and our public access Local History Library Materials, are available to the public anytime during regular library hours at the Grundy Library.

The Grundy Archive offers several research services for patrons with information needs that go beyond the scope of the Library's public resources.

- **Archival Research Consultations:** Appointments made with the Archivist to access specific materials from our secured archive storage areas, or receive research guidance, such as with genealogy projects.

Patrons can request to view specific, original, archival materials that are unavailable in the open Library by appointment only. Standard photocopy rates apply. Photographs are permitted. Use of photographs in a publication or for-profit purpose require the completion of a permission to publish/use agreement.

- **Archival Research Requests:** For patrons unable to make an onsite appointment, staff will conduct limited collection research on their behalf. Archive staff is available to perform quick look ups (less than 15 minutes) for free.

More extensive research (up to one hour) can be performed for a non-refundable research fee of \$10.00. This fee covers postage and all other related activities for the research request. Receipt of payment is required before research results will be released. The number of photocopies and other limitations may apply.

Patrons must submit an online research request form with complete contact information and specifics of their research inquiry. Each patron is restricted to three (3) research requests per month. This limitation may vary based on the scale of each request at the discretion of the Archive staff.

- **Obituary/Article Retrieval:** For patrons unable to make an onsite appointment, staff will conduct a limited search. Short requests that utilize our online newspaper databases are free, while searches needing the use of microfilm require a fee.

Patrons on their own may access the Archive's microfilm collection free-of-charge during regular hours. Staff is available to perform the research for a fee. A patron

requesting staff to perform the research must submit an online research request form with complete contact information and specifics of their research inquiry. A minimum of exact year and month or four-week consecutive period must be provided for each search. Requests that can be readily retrieved from the online newspaper databases are free of charge. A non-refundable microfilm research fee of \$10.00 must be paid in advance for staff assisted searches. Digital copies of research results are included in this fee. Number of physical photocopies and other limitations may apply.

*The Grundy Foundation is a private organization governed by a Board of Trustees. The Trustees reserve the right to change this Policy without notice, and have unfettered discretion to deny any individual or organization access to the Archive space, its materials, or programs if it is in the best interests of the Foundation to do so.*