

## **Genealogy Policy**

The Library's local history and genealogy collections can be found in Decatur and Geneva collections. The collections include standard genealogical references, local family histories, and information about Adams County, Indiana and surrounding areas. Because most of these materials are non-circulating, we offer reference service through the mail and by email.

### **Requesting Information**

Staff will answer queries if specific names and time periods are identified for the cost of the pages printed and postage. Items may be emailed without charge. Please provide the following information:

- Your name, address, and telephone number
- A limit on cost if you would like to specify the limit
- Your query including the name(s), time period, and type of information requested

Research service will be conducted as time permits. Should the request be for printed materials, an invoice will be sent. Materials will be sent with receipt of payment.

### **Family Histories**

Family histories are also kept in local collections. The Library welcomes histories of local families and anyone who wishes to donate a family history may do so. The standard procedure is to send the document to the Allen County Public Library which copies and binds the document and returns two copies – one for this library and one for the donor. This library will send back the donor's copy and add our copy to the family history section in the appropriate location.

The Indiana Collection is housed in Decatur's Adult Services area and is open during regular library hours. Call 260-724-2605 for more information.

Call for availability of the Briggs Research Room and June Windmiller Genealogical and Historical Research Room in Geneva at 260-368-7270 or ask at the circulation desk.

A reference librarian will be on hand to assist in locating and using available reference materials.

Adopted by the Adams Public Library System Board of Trustees,  
March 26, 2018