



## **DENTON PUBLIC LIBRARY**

### **GENEALOGY AND LOCAL HISTORY RESEARCH POLICY**

Library Board approved last revision, July 12, 2021  
Reviewed by the Library Management Team, August 9, 2023

The staff of the Special Collections Department can provide limited genealogical and local history research assistance. Staff will assist customers who come to the library for genealogical and local history research as time allows. The staff will explain what is available in the collection, how to use the indexes, and how to use the equipment. Staff can assist the customer in using library materials; however, library employees cannot do in-depth research or complete family trees for on-site customers.

Research requests are also accepted through email, mail, social media, and by telephone. Requests are answered in the order they are received. Requests should be specific in nature.

Examples of acceptable requests:

1. Please locate JOHN SMITH b 1883, KS in the 1910, 1920 census. He lived in Bates County, Missouri. I think the wife was Lucy?
2. Please check for burial information for JOHN SMITH and his wife Lucy in the KS cemetery records. They were in the 1910 census.
3. Can you locate an obituary for JOHN SMITH who died in March of 2001 in Texas?

Examples of unacceptable requests:

1. Will you check your records for any information on the JOHN SMITH family of Kansas City?
2. My grandmother died in Kansas, but I don't know when. Can you find her obituary?

There are no fees charged for research assistance services. A donation to the Denton Public Library Special Collections is encouraged in recognizing staff time dedicated to answering requests.

Customers can make photocopies or digital copies of non-fragile materials using the library's self-service copy machine or open book scanner. Print or digital copies may also be made from the microfilm readers/scanners. Customers may copy microform and online materials to a personal USB drive, and photograph printed materials using a personal digital device.

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