

# PLAINFIELD PUBLIC LIBRARY

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## Local History Research Policy & Fee Schedule

The Plainfield Public Library is a municipal agency of the City of Plainfield whose mission is to serve the Plainfield community. We are pleased to assist, without charge, researchers who come to the library to access our Local History collections. Please call ahead to schedule an appointment with the Local History staff. You can reach us at (908) 757-1111 Ext. 136.

Our sizeable local history collection attracts researchers from all over the world. Due to limited staff, we are unable to accommodate the volume of research requests without charging user fees to cover our costs. For those who are not able to conduct their own research at our facility, professional library staff will undertake limited fee-based research. Work will begin upon receipt of fee payment and the signed agreement below. Fees may be paid online with credit card via PayPal or by money order. **Personal Checks are no longer accepted.**

The current fee schedule is as follows:

- An initial telephone, e-mail or US Mail research requests is performed without charge if under 15 minutes. If over 15 minutes, you will be contacted. Additional charges may apply for paper copies.
- Obituary searches require name and full date of death.
  - Additional obituary requests will cost \$10 per obituary, regardless of search time - paid in advance.
  - Obituary requests without the full date of date are possible, but a research fee may apply (see below).
- Newspaper article requests over 15 minutes, with exact date of article, if not made as the initial request, will cost \$2 per scanned article.
- Other research over 15 minutes will cost \$25 per 30 minutes of research - paid in advance. If additional research time is needed, we will contact you for authorization to proceed.
- Free mailing for up to 5 pages via U.S. Postal Service; FedEx mailing at cost.

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### Client Return Form

*I agree to comply with the above-stated terms.*

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_/\_\_\_\_ E-mail: \_\_\_\_\_

Please proceed with the following research:

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- If fees apply, enclose a money order or cashier's check made out to Plainfield Public Library. Personal checks are not accepted. Do Not Send Cash. To pay via PayPal, contact the Local History Department.
- For paper requests, send or fax completed form to Plainfield Public Library - ATTN: LOCAL HISTORY
- For electronic requests, describe in an attachment or e-mail to [localhistory@plfdpl.info](mailto:localhistory@plfdpl.info)
- For more information, please contact the department at (908) 757-1111 Ext. 136 or [localhistory@plfdpl.info](mailto:localhistory@plfdpl.info)

