

PLAINFIELD PUBLIC LIBRARY

Joseph Hugh Da Rold, Director

www.plfdpl.info

800 Park Avenue
Plainfield NJ 07060-2517

908/757-2305
Fax 908/754-0063

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, but appointments must be made ahead with the Local History staff.

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. In cases where a personal check is received, research will begin upon clearance of the check (approximately two weeks). The current fee schedule is as follows:

- Telephone, e-mail or US Mail requests are performed without charge if under 10 minutes. If over 10 minutes, you will be contacted.
- **Obituary searches over 10 minutes, with name and full date of death, will cost \$10 per obituary, paid in advance.**
- Other research over 10 minutes will cost \$25 per ½ hour of research - paid in advance. If additional research time is needed, we will contact you for authorization to proceed.
- 5 free photocopies; 25c per additional copy
- Scanning fees \$2.00 per page, if email is preferable method of delivery
- Free mailing via U.S. Postal Service; FedEx mailing at cost

Information about our special collections and access to our local history databases of blueprints, photographs, and postcards is available through our website at www.plfdpl.info.

Client Return Form

I agree to comply with the above-stated terms.

Print Name _____ Date: _____

Signature _____

Telephone ____/____ E-mail _____

Additional Information: _____

- Enclosed is my check made out to Plainfield Public Library
- Mail "Return Form" to Plainfield Public Library - ATTN: LOCAL HISTORY
- Please proceed with the following research: (or describe in attachment or e-mail to localhistory@plfdpl.info)