



OZARK REGIONAL LIBRARY

Genealogy Policy

The books, microfilm, manuscripts, maps, and other items in this room constitute a research collection. None of these materials may be checked out without the director's approval.

Use and Research Policy for the Genealogy & Local History Room

- The Genealogy Room remains locked when not in use. When in use, the door must remain open.
- Patrons must check out the key at the circulation desk and return it when finished.
- Patrons are encouraged to bring any materials needed for research (e.g., notebooks, pencils, laptops).
- Digital cameras, cell phones, tablets, and laptop computers are permitted; laptop bags may be inspected. Wi-Fi is available throughout the building. Printing is available for a fee, payable in cash only.
- Staff may briefly inspect personal items—such as purses, backpacks, and bags—before entry and again upon exit.
- Use of genealogy technology is limited to patrons researching genealogy and/or local history.
- Drinks are permitted only if they have a secure, spill-proof lid. Food is not permitted.

Staff-Assisted Genealogy Research

- Basic genealogy research may be provided at no cost if the request includes sufficient details (e.g., name, date, and relevant location).
 - If the research request requires more than 15 minutes of staff time, a fee may be charged in accordance with the Library's fee schedule.
 - Research will be completed dependent upon the schedule of the Library.
 - Due to limited staffing, the Library may decline extensive or time-consuming requests.
 - Patrons needing in-depth research are encouraged to visit the Library in person or consult a professional genealogist.
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