



## **Genealogy & Research Policy**

### **1. Resources**

#### **1.1 Local History Collection**

The Geneva Public Library (“the Library”) maintains a collection of print resources specific to Ontario County and New York State.

#### **1.2 Microfilm**

The Library has microfilm copies of Geneva-area newspapers dating back to 1806. Microfilm records must be manually searched. Patrons are not permitted to take microfilm reels outside the Library.

The Library has a microfilm reader which can be used on a first-come, first-serve basis. Patrons can reserve the microfilm reader no more than 24 hours in advance by calling the Reference Desk. Library employees are always on hand to assist patrons with using the microfilm reader.

#### **1.3 Ancestry**

The Library subscribes to Ancestry Library Edition, which can only be accessed inside the Library. Library employees can assist patrons with using Ancestry.

#### **1.4 Digital Collection**

The Geneva Public Library Digital Collection contains over 100 photographs related to historical Geneva ranging from years 1870-1960. Photographs of historical buildings, streets, events, and people are included. The collection can be accessed at [New York Heritage Digital Collections](#).

#### **1.5 Geneva Yearbooks**

The Library does not have a collection of Geneva yearbooks. Individuals interested in yearbooks from Geneva High School or DeSales High School should contact [Historic Geneva](#).

## **1.6 Geneva City Directories**

In collaboration with Historic Geneva, the Library digitized the majority of the Geneva City Directories, maintaining only a few physical copies that have not been digitized. The digitized directories from 1862-1989 are accessible via [New York Heritage Digital Collections](#). The Library retains the hard drive copies of all the digitized records. Historic Geneva retains all known physical copies of the directories.

## **2. Research Requests**

The Library carries out genealogy and general research requests for its patrons. The Library, at the discretion of the Reference Librarian or Director, reserves the right to refuse research requests that the Library is not well-equipped to fulfill, based on the Library's resources and employee abilities.

### **2.1 Priority of Requests**

Research requests are handled on a first-come, first-serve basis.

### **2.2 Delivery Time**

Depending on a variety of factors, such as the size of the request, the availability of resources, and employee workloads, requests may take 2-4 weeks for delivery.

### **2.3 Research Length**

Research is capped at two hours per individual request. Patrons may place multiple research requests, but research time is capped at two hours per patron per two week period.

If the patron needs more research done, they can request a one-on-one appointment to learn how to conduct detailed research on the internet, use the microfilm, or use Ancestry.

The Library, at the discretion of the Reference Librarian or Director, reserves the right to place further limits on research conducted based on the nature of the research or frequency of requests.

### **2.4 Research Costs**

An **In-System** patron is any individual living or paying taxes in the Pioneer Library System (PLS) service areas of Ontario, Wayne, Wyoming, or Livingston counties, New York.

An **Out of System** patron is any individual living outside the PLS service area outlined above.

	<b>In-System Patron</b>	<b>Out of System Patron</b>
General Research Fee	Free	<ul style="list-style-type: none"> <li>• \$5.00 non-refundable deposit (covers the first 30 minutes of research)</li> <li>• \$5.00 for each extra 15 minutes</li> <li>• \$35.00 maximum for 2 hours of research</li> <li>• If no information has been found after 2 hours of research, the \$5 deposit covers the fee</li> </ul>
Obituary Research Fee	Free	<ul style="list-style-type: none"> <li>• FREE if patron provides exact date of death <b>and/or</b> exact date of obituary publication</li> <li>• If the exact date is not supplied, or if the date supplied is incorrect and results in further research, patron will be charged the General Research Fee</li> </ul>

## 2.5 Delivery of Research

Documents found during the research process can be delivered via the following methods.

<b>Delivery Method</b>	<b>Cost</b>
Scanned and emailed	Free
Printed for mailing or in-person pickup	\$.20 per page
Mailed via United States Postal Service	Cost of postage

Payment must be received before documents will be delivered to the patron.

## 2.6 Payment Methods

The Library accepts the following as payment for research services rendered:

- Checks (made payable to Geneva Public Library)
- Credit card (processed in person or by phone)
- Cash (must be submitted in person at the library)

For further information or to submit a request, please contact us.

**Email:** [genevaref@pls-net.org](mailto:genevaref@pls-net.org)

**Phone:** 315-789-5303

**Mail:** Geneva Public Library  
Attn: Reference Department  
244 N Main St.  
Geneva, NY 14456  
United States

**Adopted by the Board of Trustees:** March 27, 2019

**Amended by the Board of Trustees:** 01/29/2020, 11/18/2020, 11/17/2021