



Thank you for your interest in the Madison County Public Library History Room. If you have a research request, please review the policies and procedures below. Following these steps will ensure that your request is handled in the most timely and efficient manner.

We appreciate the opportunity to share the outstanding resources of the MCPL History Room. To give priority to Madison County residents, we do not exceed two hours of staff time per request. We may also limit your subsequent requests, if necessary. The [Board for Certification of Genealogists](#) provides a researcher roster and information about hiring a professional researcher if you need more assistance.

Fees and Payment for Non-Madison County Residents

- \$10 an hour
- Payable by check or USPS money order to **Madison County Public Library**
- Checks must have a current address, phone number, and driver's license number.
- A \$10 deposit is required to begin work on your behalf (time to fill your request cannot exceed 2 hours/\$20).
- Balance for time beyond the initial hour will be billed when search is complete.

What Your Fee Covers

- Research time
- First 20 black and white photocopies (Additional fee for color photocopies)
- Delivery by: fax, standard mail or email

Additional Fees

- Additional copies (more than the first 20 photocopies—see above) are 25¢ each
- Special or express delivery

Request Procedure

- Submit [Genealogy Research Request Form](#) with your \$10 deposit
- Provide mailing address and phone number in addition to email information