**West Point Public Library**

**Genealogy Services Policy**

**Purpose**

The West Point Public Library Local History and Genealogy Room contains materials relating to the people and history of the City of West Point, surrounding towns, and Lee County. The collection consists of books, pamphlets, census records, microfilm, newspapers, church, school, and family records. Materials are placed in the history room collection because they are unique, costly to replace, or are irreplaceable.

The West Point Public Library will provide limited research, answer genealogy-related questions, and provide suggestions to those who are wanting to research local family and town history.

**Personnel**

The Genealogy Department at the West Point Public Library is overseen by the Library Director, the Historical Society President, and the West Point Public Library Board of Trustees.

**Funding**

General office supplies for the genealogy department will be purchased according to the constraints of the Library’s annual budget set by the Board of Trustees and approved by the West Point City Council. The Library director will consult with the Historical Society president when purchasing genealogy supplies. Special purchases for the department needs the approval of the Library Board of Trustees.

**Genealogy Room Use**

 The Genealogy Room is open to the public for use of its resources (including the computers, software, internet, printers, copiers, microfilm, printed materials, and digital materials) and facilities free of charge. The Genealogy Room is kept locked when not in use. Library staff will open it at the request of local history researchers or patrons during normal library hours and maintain a log of users. Patrons must check in with the library staff before using the microfilm reader/copier. All research materials including microfilm/microfiche, printed research materials, binders, and any books are **not** available for checkout. Reference staff reserves the right to inspect a patron’s personal property upon leaving the room.

Library staff may use the room and computer for proctoring appointments.

**Research**

The Historical Society President and/or library staff will do limited research upon request. A free will donation is encouraged in recognition of staff/volunteer time dedicated to answering requests. The following copying fees will be charged:

Microfilm Printer: Copies - $.15 (black and white) and $.75 (color)

Copy Machine: Copies/Printing - $.10 (black and white) and $.50 (color)

**Money Received**

Cash or Checks received as payment for copies will be deposited by the Library. Cash or Checks received as payment for research will be deposited by the Historical Society. Money received from the sale of the *Memories Last Forever* and the *West Point Sesquicentennial Pageant* booklets as well as the *Lee County History* book will be given to the Historical Society.

**Contact**

Those wishing to contact the Genealogy Department can do so through regular mail West Point Public Library, PO Box 236, West Point, IA 52656; email dsanders@westpoint.lib.ia.us; and/or phone (319) 837-6315.

Adopted by the Board of Trustees February 8, 2022