

Hawkins Memorial Library

Genealogy Research Policy

Hawkins Memorial Library maintains a collection of local history and genealogy materials. These materials are available for use by the public on a walk-in basis or online.

Individuals are encouraged to access genealogical information from the local newspaper online. Copies of The Progress Review, dating from 1880 to the present, have been digitized and may be accessed from the Hawkins Memorial Library website: www.laportecity.lib.ia.us or at laportecity.advantage-preservation.com.

Genealogical and historical searches of the newspaper and census data on microfilm should be made by the persons desiring the information. Microfilms will not be loaned out to individuals or libraries.

Recognizing that many people who are interested in genealogy do not live in the area, the staff of Hawkins Memorial Library will attempt to answer questions received by phone, mail and email. Library staff will look up information if it is impossible for the patron to come to the library. However, the patron will need to furnish the staff with sufficient information to do so. It will then be searched at the staff's convenience.

The following guidelines apply:

- Questions must be submitted in writing with a signature.
- Questions must be specific in nature.
- Questions must be able to be answered in a relatively short period of time.
- Patron submitting a request must agree to these terms before the library staff proceeds with any research.

The following restrictions apply:

- Library staff will not research family histories.
- Library staff will only accept five requests (or names) at a time.

The fees will be:

- \$15.00 per hour, with a minimum charge of one hour, regardless of whether any actual information is located.
- \$.25 per page for photo copies
- \$1.00 per page for microfilm copies
- Postage

Payment for these services must:

- Be received prior to sending out any information
- Must be in cash or money order

Use of Microfilm Machine

Patrons are expected to use the microfilm machine properly. If patrons need assistance, they should ask library staff to show them how to use the equipment. An instruction booklet is located on the machine cart shelf. Patrons will be asked to pay for any damage they cause to equipment.

The microfilm machine is available on a “first-come, first-served” basis. If another patron is waiting to use the machine, a time limit of one hour will be enforced.

Approved by the Board Of Trustees 3/11/2013

Reviewed and Approved 1/11/2016

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