

Hawkins Memorial Library

Genealogy Research Policy

It is the policy of Hawkins Memorial Library to not devote staff time to genealogical or personal history research requests, unless at the discretion of the library director it is determined the information requested can be found in an efficient manner and ample information has been given within narrow parameters. In such cases, limited staff time may be allowed.

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 1870s 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.

Patrons are expected to pay for copies and postage, if applicable. It is requested that any query that requires more than five minutes of staff time for research that the requester make a donation to the library.

Approved by the Board Of Trustees 3/11/2013

Reviewed and Approved 1/11/2016

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