



Genealogy and Local History Research Policy

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Our Reference/Genealogy staff can provide research guidance in person at the Ridgway Memorial Library. Staff will explain to patrons what is available in the collection and how to use the microform machines, computer, printer, scanner, and photocopier. Staff can assist the patron in locating and using library materials; however, library staff cannot do research for patrons or complete family trees.

Other requests for assistance can be made via mail, e-mail, phone, fax, or other means of communication. However, our preferred method of contact is the **Reference/Genealogy Request form** available on the genealogy page of our website (www.bcplib.org) or at any BCPL location. We will respond to these requests through e-mail, or by mail, phone, or fax if an alternative contact method is required.

Library staff can respond to only the most specific requests. We cannot compile lineages, determine parentage, locate missing persons, or undertake extensive copying or scanning projects from books or microfilm. **You may request up to three** separate articles, obituaries, marriage certificates, etc.

Examples of appropriate research requests:

- Please search for an obituary for my uncle Herman Jones who died on April 11, 1952.
- Please search for a cemetery record for my great-grandmother Eliza Snopes, who is buried in Bullitt County (date of death is helpful).
- Please check the Holsclaw folder in your Family Files for a family tree.
- Please check the Bullitt County Historical Commission's *History of Bullitt County* for biographical information on Anthony Shawler.
- Please search for the will of Benjamin Black who died on October 1, 1926.

Examples of research requests we cannot handle:

- Please send me everything you have on the Jackson family in Kentucky.
- Please copy all the obituaries in your newspaper for the names Hardy, Osborne, and Troutman.
- Please copy all Kentucky census records for the Snellen family.
- Please send me lists of Kentucky death certificates.

The Bullitt County Public Library does not charge for research assistance. However, standard Bullitt County Public Library copy and fax charges will apply. If you send your request in the mail, please do NOT send money with your request. Staff will bill you for the correct amount.