

GENEALOGY CORRESPONDENCE POLICY

Due to time and staffing constraints, Reference Department personnel cannot perform extensive research or photocopying projects.

Library staff can respond only to specific requests for information. Staff cannot compile family lineages, determine parentage, locate missing persons or undertake extensive photocopying projects from books or microfilm.

For a **\$5.00** donation, written or electronic requests for customers living outside the library's service area will receive a limited amount of staff research time, and up to 4 microfilm or 6 photocopies.

Any resulting copies made exceeding these numbers will be billed at the individual copy price of \$0.25 per page for microfilm and \$0.15 per page for photocopies.

Donations must be received for all prior requests before staff will answer any further requests.

If requests are submitted by mail, please **DO NOT** enclose money with the request. An invoice for the correct billing amount will be included with the results of the search.

OBITUARY/DEATH NOTICE SEARCHES

The Reference Department staff will search the newspaper microfilm for a death notice or obituary. A complete date-of-death (MM/DD/YYYY) is required for this search. Staff will search a single newspaper over a span of five days if the exact date of the month is not known.

CITY DIRECTORY SEARCHES

The Reference Department staff will search the Huntington City directory for **one** individual name for a period of no more than five years. If an individual name is not found, staff will provide copies of the pages containing that particular surname.

Patrons unable to visit the James E. Casto Local History Room Collection in person may send the attached form by mail, or you may submit inquiries by e-mail, or telephone to the:



James E. Casto Local History Room
Cabell County Public Library
455 Ninth Street Plaza
Huntington, WV 25701
Phone 304.528-5700 Fax 304.528-5739
Email: genealog@cabell.lib.wv.us

GENEALOGY RESEARCH REQUEST FORM

James E. Casto Local History Room

Your Name _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

TYPE OF RESEARCH REQUEST

OBITUARY SEARCH

No more than 4 names per request

Name _____ Died _____ State/County _____

Name _____ Died _____ State/County _____

Name _____ Died _____ State/County _____

Name _____ Died _____ State/County _____

CITY DIRECTORY SEARCH

For a period of no more than 5 years

Name _____

Name of Business _____

Type of Business _____

Last Known Address _____

Last Known Telephone No. _____ Date(s) _____

NEWSPAPER ARTICLE SEARCH

Exact date of article must be provided

WARNING: Photos can appear darker on microfilm. You may want to contact the Herald-Dispatch photo archive for assistance in locating original photographic content.

Headline _____

Subject(s) _____

Photo/Caption _____

Month _____ Day _____ Year _____

For office use only:

Researcher _____ Request No. _____ Date _____