

PLAINFIELD PUBLIC LIBRARY

Local History Research Policy & Fee Schedule

The Plainfield Public Library is a municipal agency of the City of Plainfield whose mission is to serve the Plainfield community. We are pleased to assist, without charge, researchers who come to the library to access our Local History collections. Please call ahead to schedule an appointment with the Local History staff. You can reach us at (908) 757-1111 Ext. 136.

Our sizeable local history collection attracts researchers from all over the world. Due to limited staff, we are unable to accommodate the volume of research requests without charging user fees to cover our costs. For those who are not able to conduct their own research at our facility, professional library staff will undertake limited fee-based research. Work will begin upon receipt of fee payment and the signed agreement below. Fees may be paid online with credit card via PayPal or by money order. **Personal Checks are no longer accepted.**

The current fee schedule is as follows:

- An initial telephone, e-mail or US Mail research requests is performed without charge if under 10 minutes. If over 10 minutes, you will be contacted. Additional charges may apply for paper copies.
- Obituary searches require name and full date of death.
 - Additional obituary requests will cost \$10 per obituary, regardless of search time - paid in advance.
 - Obituary requests without the full date of date are possible, but a research fee may apply.
- Newspaper article requests over 10 minutes, with exact date of article, if not made as the initial request, will cost \$2 per scanned article.
- Other research over 10 minutes will cost \$25 per ½ hour of research - paid in advance. If additional research time is needed, we will contact you for authorization to proceed.
- Free mailing for up to 5 pages via U.S. Postal Service; FedEx mailing at cost.

Client Return Form

I agree to comply with the above-stated terms.

Print Name: _____ Date: _____

Signature: _____

Mailing Address: _____

Telephone: ____/____ E-mail: _____

Please proceed with the following research:

- If fees apply, enclose a money order or cashier's check made out to Plainfield Public Library. Personal checks are not accepted. Do Not Send Cash. To pay via PayPal, contact the Local History Department.
- For paper requests, send or fax completed form to Plainfield Public Library - ATTN: LOCAL HISTORY
- For electronic requests, describe in an attachment or e-mail to localhistory@plfdpl.info
- For more information, please contact the department at (908) 757-1111 Ext. 136 or localhistory@plfdpl.info

