

VALENTINE PUBLIC LIBRARY GENEALOGY RESEARCH POLICY

The Valentine Public Library will provide obituary copies and answer your basic genealogy-related questions. **REQUESTS MUST BE LIMITED TO NO MORE THAN 3 OBITUARIES OR NEWSPAPER ARTICLES.** Requests are answered in the order in which they are received. **Our staff does not conduct general research.**

We cannot locate living friends or relatives for you. Records of living persons are not easily accessible due to privacy laws.

Please ensure that your requests follow these guidelines:

1. Requests should be **specific** in nature.
 1. Examples of **ACCEPTABLE** requests:
 1. Please check for burial information for John SNOW and his wife Adele in Cherry County NE cemetery records.
 2. Can you locate an obituary for Fred JOHNSON who d. 15 Jan 1923 in Valentine? (Obituary requests should be limited to Cherry County and contain at least an approximate date) (Month & Year)
 2. Examples of **UNACCEPTABLE** requests:
 1. Will you check your records for any information on the Joseph Smith Family of Valentine, NE?
 2. My grandmother died in Valentine, NE but I don't know when. Can you find her obituary?
2. **FEES:** Please order no more than three items at a time, and submit no more than one order per week. The cost is \$5.00 per order. Checks need to be made out to Valentine Public Library and mailed to Valentine Public Library 324 N Main St. Valentine, NE 69201
3. **E-MAIL REQUESTS:** Submit to vallibrary@shwisp.net. Please include your postal mailing address so that copies may be mailed if requested.
4. **US POSTAL (MAIL) REQUESTS:** Please submit to: Valentine Public Library, 324 N Main St. Valentine NE 69201 Attn: Research Request
5. **TELEPHONE REQUESTS:** Please call (402) 376-3160. Telephone requests are not recommended but may be answered as time and staffing allow. Individuals inquiring by phone may be asked to submit the request by mail or e-mail.
6. The library reserves the right to discontinue or disregard requests from professional genealogists, fee researchers or other individuals who attempt to use our reference services for monetary gain or from patrons who utilize these services excessively.

**Adopted by the Valentine Public Library Board of Trustees on: Dec. 22, 2014.
Reviewed and approved on 10/23/2018**