

Genealogy Research Policy

The Indianola Public Library maintains a collection of local history and genealogy materials. These materials are available for use by the public on a walk-in basis.

Recognizing that many people interested in genealogy do not live in the area, library staff will provide limited research services for a fee. Research requests can be submitted by phone, mail, email at iplinfo@indianolaiowa.gov, or online through the library's website at www.indianolaiowa.gov/library.

- Research requests should be as specific as possible. For example, obituary search requests should include first, middle, and last names and month/date/year of death.
- You may submit up to five requests.

Payment for these services must be received prior to sending out information and may be made with cash, money order, or credit card.

- There is a research fee of \$14, regardless of whether the requested information is found. If the request takes more than an hour, there is a fee of \$14 for each additional hour. There may be additional charges for photocopies and mailing.
- A time limit can be set by either the requestor or the library staff member.

Due to time constraints, the library may decline some research requests.

Adopted 02/04; Reviewed 10/07, 2/12; Revised 9/17; Revised 10/21