

Policy for Local History/Genealogy Photocopy Requests

Upon request, the West Hartford Public Library will make photocopies from local newspapers or documents. Customers need to provide the following:

- Exact citation (e.g. Hartford Courant, date of death, or within in one week)
- Stamped, self-addressed envelope
- Service fee of \$3.00 per request, paid in advance by check payable to:
West Hartford Public Library.

The fee for this service may be waived for in-person requests.

Approved the West Hartford Public Library Board, September 19, 2005

Background: The West Hartford Public Library welcomes requests from customers who may be outside of the community for copies of obituaries or other brief notices from local newspapers that the library holds in microform. Since processing each request takes both staff time and resource management, the library charges a flat fee of \$3 for this service.