



## DENTON PUBLIC LIBRARY

### GENEALOGY AND LOCAL HISTORY RESEARCH OPERATING POLICY

Library Board approved last revision, July 12, 2021  
~~Reviewed by the Library Management Team, August 9, 2023~~

~~The staff of the Special Collections Department can provide specialized assistance to genealogists and researchers interested in local or regional historical topics. limited genealogical and local history research assistance.~~

Staff will assist customers who come to the library for ~~genealogical and local history~~ research as time allows. ~~The Library~~ staff will explain ~~the resources what is~~ available in the collection, how to ~~locate the materials, use the indexes,~~ and how to use the equipment. Staff can assist ~~the customers~~ in using library materials ~~and conducting research~~; however, ~~they library employees~~ cannot ~~do in-depth research or~~ complete family trees for ~~on-site~~ customers. ~~Staff may respond at the time of the request or communicate research results via phone or email at a later date.~~

~~Research requests are also accepted through email, mail, social media, and Customers who are unable to visit the library in person may request information by telephone, mail, fax, or email via [genealogy@cityofdenton.com](mailto:genealogy@cityofdenton.com). Customers inquiring by phone may be asked to submit their request by mail or email.~~ Requests are answered in the order they are received.

Requests ~~for research assistance must be made for should be specific in nature information.~~ Customers who submit a request that is too broad in scope will be contacted for further clarification to narrow down the research question.

#### ~~Examples of acceptable requests:~~

- ~~1. Please locate JOHN SMITH b 1883, KS in the 1910, 1920 census. He lived in Bates County, Missouri. I think the wife was Lucy?~~
- ~~2. Please check for burial information for JOHN SMITH and his wife Lucy in the KS cemetery records. They were in the 1910 census.~~
- ~~3. Can you locate an obituary for JOHN SMITH who died in March of 2001 in Texas?~~

#### ~~Examples of unacceptable requests:~~

- ~~1. Will you check your records for any information on the JOHN SMITH family of Kansas City?~~
- ~~2. My grandmother died in Kansas, but I don't know when. Can you find her obituary?~~

There are no fees charged for research assistance services. However, A donations to the Denton Public Library Special Collections are accepted. ~~is encouraged in recognizing staff time dedicated to answering requests.~~

~~Customers can make photocopies or digital copies of non-fragile materials using the library's self-service copy machine or open book scanner. Print or digital copies may also be made from the microfilm readers/scanners. Customers may copy microform and online materials to a personal USB drive, and photograph printed materials using a personal digital device.~~

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