

**SOLVAY PUBLIC LIBRARY
LOCAL HISTORY AND SOLVAY PROCESS COLLECTION
SEARCH SERVICES & FEES**

Requests for genealogical or local history research should be submitted in writing on the library's **research request form** to ensure adequate information is provided to the research librarian. This will reduce research time and miscommunication. Email and telephone requests can be made and must be directed to the research librarian. The research librarian may refer you to a better source of information.

Requests requiring more than **1/2 hour** of research time will be charged a fee, as defined below:

- Solvay Public Library service area resident - **\$10 per hour**
- Non-residents - **\$28.00 per hour**

At the end of 1/2 hour, you will be contacted to review the status of the search and to decide whether to proceed. **At that time, pre-payment must be provided.** An estimate of research time will be given and any unused time will be refunded.

- Time is billed in 15-minute increments
- Monetary or time restrictions may be placed on a project
- In addition to the time spent searching, you will be charged for time required for retrieving, reproducing, and returning items
- Shipping charges, reproduction, or storage media costs may apply
- You will be billed for search time even if the information/image requested is not found
- Delivery time is estimated, but is not guaranteed

VISA credit payment accepted.

Checks should be made payable to:

Solvay Public Library
615 Woods Road
Solvay, NY 13209