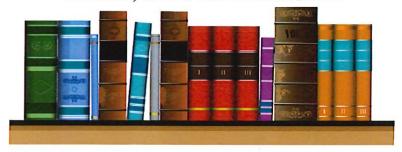
PHOEBE APPERSON HEARST LIBRARY LEAD, SOUTH DAKOTA



BOARD OF TRUSTEES RESEARCH POLICY

PURPOSE

To provide access and research services to the public and to promote the Hearst Library as a repository for Lead's historic records

SOURCE

Hearst Library Board of Trustees and Hearst Library Director

POLICY

- > Hearst Library will charge a minimum \$20 fee up to one hour, then \$20/each additional hour
- > Research fees will be charged for inquiries made regarding in-house material including but not restricted to Homestake archives, TJ Grier vaults, microfilm, database and archival collections
- If staff time is invested, patrons will be charged regardless if the outcome is successful
- > Patrons present in the library and actively performing research will not be charged for any amount of staff assistance

PROCEDURE

- > At the time of each initial research request requiring staff-only time investment
 - Patrons will be informed of the research fee
 - Patron contact information will be gathered to specifically include email address
 - · Patron approval of fee and maximum length of time to be invested must be obtained
 - All details of the information to be researched will be gathered and documented on a Research Request Form
- Research will be conducted by library staff within the approved amount of time
- Patron will be informed of the results and amount of fee owed
- > When payment is received, research results will be provided to the patron via email or USPO

Approved by:

Hearst Library Board of Trustees President

Revision Date: February 6, 2020

Phoebe Apperson Hearst Library Research Questionnaire

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