

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

Hearst Library Director

Phoebe Apperson Hearst Library  
Research Questionnaire

Date \_\_\_\_\_

(Please Print)

Names or Topics researched \_\_\_\_\_

Please provide any relevant names, dates, or places pertinent to your topic. \_\_\_\_\_

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Hearst Library resources of information on this topic. (Please list books, files, newspaper dates, etc. where information was found). \_\_\_\_\_

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Name of person doing or requesting research: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_