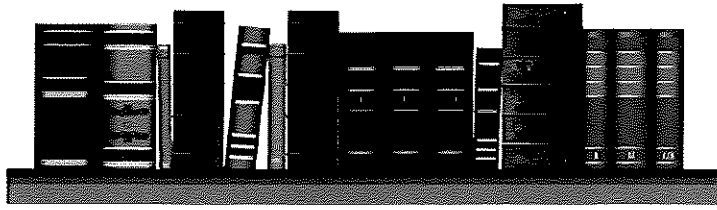


PHOEBE APPERSON HEARST LIBRARY
LEAD, SOUTH DAKOTA



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

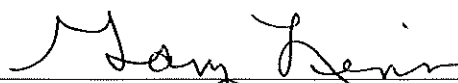
POLICY

- The Hearst Library will charge a minimum fee of \$20.00 then \$20.00/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

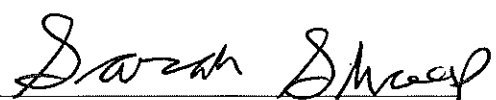
PROCEDURE

- 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 USPS

Approved by:



Hearst Library Board of Trustees President



Hearst Library Director

Revision Date: December 16, 2024