

# Research Guidelines for Local History/Genealogy<sup>1</sup>

The Local History/Genealogy section of the Tuscaloosa Public Library is a non-circulating special collection. The focus of the collection is the Tuscaloosa area, Alabama and the neighboring southeastern states. As part of the main collection, the public is encouraged to use the materials. However, staffing constraints limit us to these guidelines:

- Patrons who visit the library receive priority in obtaining assistance. Patrons will be shown the location of materials and introduced to the use of the various resources and equipment. The staff is not able to conduct genealogical research for patrons.
- Patrons living in the Tuscaloosa area will be requested to come to the library to use the library resources. Exceptions will be made for those with special needs.
- Patrons not living in the Tuscaloosa area are encouraged to call, e-mail or write to the library with their research requests. E-mail requests are the preferred method of communication with library staff.
- Patrons who telephone the library will briefly be informed of our holdings, and they will be encouraged to come to the library. If they are unable to come to the library they will be directed to submit requests as stated above.
  - Requests will be filled in the order in which they are received.
  - Request searches will be limited to **one** person/family or to **one** specific locality.

*Example:* Roe, Richard/ Roe Family of Pickens County from 1850-1880

Or

*Example:* the town of Samantha

- Patrons should include a stamped, self-addressed envelope (SSAE) with each request, to:

Tuscaloosa Public Library    or    email at: [genealogy@tuscaloosa-library.org](mailto:genealogy@tuscaloosa-library.org)  
Local History/Genealogy  
1801 Jack Warner Parkway  
Tuscaloosa, AL 35401

- The librarian will determine and search appropriate resources. Due to staffing restraints, searches will be limited to, at most, one hour. If the research requires in-depth guidance, patrons will be directed to a list of professional researchers.
- Patrons will be limited to one request per 30-day period.

- The first 20 pages will be copied for free. At the 21<sup>st</sup> copy, a \$1.00 fee will incur, with an additional ten cents charged per next page. Payment **must** be received for each search request before additional searches will be made.
  
- The librarian will limit responses to the request either through post or email.

---

<sup>1</sup> Modeled on, "Special Collection Research Policy", for Samford University, found at:  
<http://library.samford.edu/about/sc/researchpolicy.html> **June 26, 2013**