

## JACKSONVILLE PUBLIC LIBRARY

### HISTORY ROOM INFORMATION REQUEST POLICY

*Patrons who live in the area, or who have a local contact, **must** make an appointment at least 24 hours in advance. Exceptions made for homebound patrons without a local contact.* Patrons from out of town should make appointments at least 24 hours in advance if they know when they will be in town. “Drop-ins” are discouraged as removing one of the small staff to the History Room may create understaffing elsewhere.

The Jacksonville Public Library has a limited amount of materials in our History Room and thus may not have the information patrons seek; for example, we have microfilm for only one newspaper, *The Jacksonville News*, November 1936 – December 2008.

Jacksonville Public Library will respond with an answer to the request/inquiry or a suggested source of information outside the library within one month of receipt of the request.

#### FEES:

Postage for out of town requests: \$1

Copies from copy machine are 20¢ per page – first 5 pages free

Copies from microfilm (newspaper articles, obituaries) are 50¢ per page

#### OTHER SOURCES OF INFORMATION:

Patrons are encouraged to contact these larger libraries/archives for information not contained at Jacksonville Public Library. Their fees for services are located online.

1. Public Library of Anniston-Calhoun County 256-237-8501  
website: [publiclibrary.cc](http://publiclibrary.cc) (click on Reference Services and choose Online Reference Service)
2. Jacksonville State University Houston Cole Library 256-782-5758 website:  
[http://www.jsu.edu/library/forms/ask\\_a\\_librarian.html](http://www.jsu.edu/library/forms/ask_a_librarian.html)
3. Alabama Department of Archives and History 334-242-4435 website:  
[www.archives.alabama.gov/research.html](http://www.archives.alabama.gov/research.html) (click on Reference Request Form)

