



Genealogy & Local History Research at the Crawford County Public Library

1. Resources

1.1 Local History & Genealogy Collection

The Crawford County Public Library maintains a collection of local history and genealogy materials that are specific to Crawford County, Indiana. We also maintain a digital collection of digitized items that are available remotely. We have various yearbooks from local schools, family files & histories, cemetery files, newspapers on microfilm, and more. Items in the Library's Genealogy Department are not available for circulation and are not permitted to be taken outside of the Department.

1.2 Microfilm

The Library has microfilm copies of Crawford County newspapers dating back to 1838. The Library has a microfilm reader which can be used on a first-come, first serve basis. Library employees are on hand to assist patrons with using the microfilm reader.

1.3 Ancestry and Fold3

The Library subscribes to Ancestry Library Edition as well as Fold3 Library Edition. These can only be accessed inside the Library or in the Library's parking lot via the Library's wi-fi. Library employees can provide limited assistance with using either database.

1.4 Digital Collection

The Crawford County Public Library's Digital Collection, *Memories of Crawford County*, contains over 1,000 photographs, postcards and other items related to Crawford County's history. Photographs of people, buildings, events, and other miscellaneous items are included. The collection can be accessed either locally or remotely at <https://indianamemory.contentdm.oclc.org/digital/collection/p16066coll26>

1.5 Yearbooks

The Library houses a collection of yearbooks from Crawford County's various high schools, as well as some elementary school yearbooks. Unfortunately, the Library does not have yearbooks from every year of either the individual schools (Marengo, Milltown, Leavenworth, English) or of the Crawford County High School.

2. Research Requests

The Library provides limited assistance to researchers with their genealogy and local history research as long as it pertains to Crawford County, Indiana. The Library, at the discretion of the Genealogist or Library Director, reserves the right to refuse research requests that the Library is not well-equipped to fulfill, based on the Library's resources and employee abilities.

2.1 Priority of Requests

Research requests are handled on a first-come, first serve basis. Priority will, however, be given to in-person researchers.

2.2 Delivery Time

Depending on a variety of factors, such as the size of the request, the availability of resources, and employee workloads, requests may take up to 2-3 weeks to fulfill.

2.3 Research Length

For remote requests (i.e. patrons who cannot visit the library), research is capped at two hours per individual request. Researchers may place multiple research requests, but research time is capped at two hours per patron per two-week period.

The availability of the Genealogist varies and researchers who feel they will need help are encouraged to make an appointment. In-person assistance with the Genealogist, with or without an appointment, is limited to **one hour** per visit. In-depth research should be done by the individual or by obtaining the services of a professional researcher.

In-person classes are also available on a wide range of genealogy topics. Patrons are encouraged to watch the library's website, on-site bulletin board, as well the newspaper for announcements of genealogy classes.

2.4 Research Restrictions

Inquires must relate to Crawford County, Indiana.

The Genealogist is not able to perform general genealogy or historic research requests. A general genealogy/history request is defined as a request for information on an ancestor or family group, event, various historical events, etc. outside of Crawford County, Indiana. Examples of general genealogy or local history research requests include:

- When did my ancestor come to the United States?
 - Can you track my ancestor to their home country?
- Can you find any information that would indicate a connection between the Sloan and Keller families?
- Can you find any information about my ancestor who was killed during the American Revolution?

- Are the scores for the 1965 English High School basketball team in the newspaper?

Keep in mind that the Library primarily houses indexes of items, in addition to family histories & files. We **DO NOT** house any vital records. Researchers wanting vital records (birth, marriage, & death) will need to contact the Crawford County Health Department (births & deaths, 1899-present) or the Crawford County Judicial Center (marriages, 1818-present). The Crawford County Historical & Genealogical Society has access to early marriage & probates, as well as other items of interest to researchers.

Requests should be specific in nature. Researchers should include **only** pertinent information that will aid our search.

Due to the tedious nature of microfilm and newspaper research, the Genealogist will spend no more than thirty (30) minutes searching the microfilm or newspaper for the researcher's request. Requests for newspaper or microfilm research need to be **specific**. Requests must include exact dates and, if possible, locations in the county being researched.

We are unable to copy or scan the contents of entire publications. We reserve the right to refuse a copying or scanning request if there is a concern it might violate copyright law.

Due to privacy laws & restrictions, we are unable to assist with researching living persons.

Staff other than the Genealogist are able to assist patrons with the following items:

- Setting up the microfilm machine
- Accessing Ancestry, Fold3, and the *Memories of Crawford County* online database
- Showing the researchers where materials are located on the shelves (staff will not look up items for researchers, simply show a general location for materials)
- Scanning/copying items (to a limited degree, see above)
- If the Genealogist is unavailable for research assistance, staff will ask researchers to fill out a research request form for the Genealogist. The Genealogist will then assist the patron with their research request remotely through correspondence (i.e. phone, e-mail, phone). If the researcher would like in-person research assistance, they will be asked to make an appointment with the Genealogist.

2.5 Requests by Correspondence

Researchers requesting assistance by correspondence (e-mail, telephone, mail) should include:

- Name
- E-mail address
- Telephone number (optional, but helpful if the Genealogist has questions)
- Physical Address (Required only if the researcher wishes for physical materials to be sent to them)

- How the researcher requests to be contacted (Phone, e-mail, etc.)
- Information that the Genealogist would find helpful while assisting with the query

3. Research Costs

	In-Person	Remote Researchers
General Research Fee	Free during the one hour one-on-one appointment with the Genealogist	<ul style="list-style-type: none"> • \$5.00 non-refundable deposit (covers the first hour of research) • \$10 per additional hour • If no information has been found after 2 hours of research, the \$5.00 deposit covers the fee.
Obituary Research Fee	Free during the one hour one-on-one appointment with the Genealogist	<ul style="list-style-type: none"> • Free if easily found in the obituary index. • If the obituary (or death notice) is not in the obituary index, patron will be charged the general research fee

3.1 Delivery of Research

Documents found during the research process can be delivered via the following methods:

Delivery Method	Cost
Scanned & e-mailed	Free
Copies (for mailing & in-person)	\$.10 per page for black & white, \$.50 per page for color
Mailed via United States Postal Service	Cost of postage & printing

3.2 Payment Methods

The Library accepts the following as payment for research services rendered:

- Checks (made payable to Crawford County Public Library)
- Cash
- Credit Card (Only available in-person for charges over \$2)

For further information or to submit a request, please contact us.

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