



## **Genealogy & Research Policy**

### **1. Resources**

#### **1.1 Local History Collection**

The Geneva Public Library (“the Library”) maintains a collection of print resources specific to Ontario County and New York State.

#### **1.2 Microfilm**

The Library has microfilm copies of Geneva-area newspapers dating from 1806 - 2019. Microfilm records must be manually searched. Patrons are not permitted to take microfilm reels outside the Library.

The Library has a microfilm reader which can be used on a first-come, first-serve basis. Patrons can reserve the microfilm reader no more than 24 hours in advance by calling the Reference Desk. Library employees are always on hand to assist patrons with using the microfilm reader.

#### **1.3 Databases**

The Library subscribes to Ancestry Library Edition, allowing patrons to access the database without a personal account. This can only be accessed inside the Library using a Library computer or a personal computer.

The Library is a FamilySearch Affiliate Library. This allows patrons with personal accounts to access other assets in the database not regularly available. Access to FamilySearch genealogical databases is available inside the Library, using a Library computer or a personal computer.

Library employees can assist patrons with using these databases. The Library website lists a number of databases available for local and national research, on or off site.

#### **1.4 Digital Collection**

The Geneva Public Library Digital Collection contains over 100 photographs related to Geneva's past ranging from years 1870-1960. Photographs of historical buildings, streets, events, and people are included. The collection can be accessed at [New York Heritage Digital Collections](#) or through the Library website.

### **1.5 Geneva City Directories**

In collaboration with Historic Geneva, the Library digitized the majority of the Geneva City Directories, maintaining only a few physical copies that have not been digitized. The digitized directories from 1862-1989 are accessible via [New York Heritage Digital Collections](#). The Library retains the hard drive copies of all the digitized records. Historic Geneva retains all known physical copies of the directories.

### **1.6 Geneva Yearbooks**

The Library does not have a collection of Geneva area high school yearbooks. Individuals interested in yearbooks from Geneva High School or DeSales High School should contact [Historic Geneva](#) or can stop in during the open hours of the Geneva History Museum to access yearbooks in their Research Library.

## **2. Research Requests**

The Library carries out genealogy and general research requests for its patrons. The Library, at the discretion of the Reference Librarian or Executive 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-served basis.

### **2.2 Delivery Time**

Depending on a variety of factors, such as the size of the request, the availability of resources, and employee workloads, delivery time for requests will vary.

### **2.3 Research Length**

Research is capped at four hours per individual request.

If the patron needs more research done, they can request a one-on-one appointment to learn how to conduct their own research on the Internet, use the microfilm, and/or use library databases.

The Library, at the discretion of the Reference Librarian or Executive Director, reserves the right to place further limits on research conducted based on the nature of the research or frequency of requests.

## 2.5 Delivery of Research

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

Delivery Method	Cost
Scanned and emailed	Free
Printed for mailing or in-person pickup	\$.20 per page
Mailed via United States Postal Service	Cost of copies and postage

Payment must be received before documents will be delivered to the patron.

The Library accepts the following as payment:

- Checks (made payable to Geneva Public Library)
- Credit card (processed in person or by phone)
- Cash (must be submitted in person at the library)

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

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