

**SOME SIMPLE RULES FOR REQUESTING
INFORMATION FROM
THE COLUMBUS PUBLIC LIBRARY GENEALOGY DEPARTMENT**

1. THERE IS A CHARGE OF \$5.00 A SEARCH. FOR EXAMPLE, IF YOU ASK FOR AN OBITUARY AND A MARRIAGE CERTIFICATE THAN THE CHARGE WILL BE \$10.00. AN INVOICE WILL BE SENT FOR ANY CHARGES WHETHER THE INFORMATION IS FOUND OR NOT.

2. STAFF WILL ACCEPT REQUESTS BY EITHER MAIL OR EMAIL. TO MAIL A REQUEST PLEASE SEND A LETTER TO:

**GENEALOGY DEPARTMENT
COLUMBUS PUBLIC LIBRARY
3000 MACON RD.
COLUMBUS, GA 31906**

THERE IS NO NEED TO SEND A SELF-ADDESSED STAMPED ENVELOPE.

IF YOU WOULD LIKE TO EMAIL THE DEPARTMENT PLEASE EMAIL YOU REQUEST TO:

genealogy@cvrls.net

PLEASE INCLUDE THE NATURE OF THE REQUESTS, I.E., OBITUARY, MARRIAGE, WILL, ETC. YOUR NAME, MAILING ADDRESS, TELEPHONE NUMBER AND EMAIL.

3. THE GENEALOGY DEPARTMENT IS A SMALL 3 PERSONS DEPARTMENT. THEREFORE WE CANNOT DO EXTENSIVE SEARCHING OR DO YOUR GENEALOGY FOR YOU.

4. OBITUARY REQUESTS ARE LIMITED TO 3 OBITIARIES. THE LOCAL NEWSPAPER IS NOT INDEX IN ANYWAY, SO TO MAKE SEARCHING EASIER FOR STAFF WE ASK THAT YOU HAVE A MONTH AND DATE OF DEATH. IF YOU ARE NOT SURE THERE ARE INDEXES WE CAN USE, BUT THAT WILL BE AN EXTRA \$5.00 CHARGE. STAFF WILL SEARCH 5 DAYS FROM THE DATE OF DEATH GIVEN US. FOR EXAMPLE IF WE ARE GIVEN A DATE OF DEATH OF MARCH 15, 1989, WE WILL SEARCH THE 15-20.

5. AS STATED ABOVE INVOICES ARE SENT AND ANY FEES CAN BE PAID BY CHECK OR MONEY ORDER. PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO THE COLUMBUS PUBLIC LIBRARY. IF PAYING BY CHECK PLEASE INCLUDE YOUR FULL NAME, ADDRESS, AND TELEPHONE NUMBER ON THE CHECK. IF THE CHARGES ARE OVER \$25.00 YOU WILL BE NOTIFIED AND BE ASKED TO PAY THE FEE BEFORE THE WORK IS DONE.