

Policy Objective: Genealogy reference service should include, but may not be limited to, assisting and instructing genealogy patrons to determine what research materials may help them, evaluating the significance and validity of various types of information, locating research materials through print and digital data sources and services, and providing access through interlibrary loan, rental services, or referring genealogy patrons to other known libraries, institutions, agencies, and archives that have particular genealogy research materials that may be able to help them.

1. **Forms** – A Genealogical Request form designed for the library will be available to patrons seeking data. This form is available at the library.
 - a. Fees – Those requesting a photocopy of data will pay in advance a fee of \$3.00 per request. This will cover the staff search, postage and paper. However, if a scanned copy is requested there will be no charge.
 - b. Completed Request Forms – All request forms will be kept and categorized by month.
2. **On-site sources:**
 - a. Established library catalog/collection – Library has a collection of family histories, county histories, church, city directories, state and local history, area cemeteries and obituaries.
 - b. Microfilm & CD Collection – This collection is of Union County newspapers.
 - c. Internet – The library’s website includes: [Union County Genealogical Society \(UCGS\)](https://unioncgs.org/) link: <https://unioncgs.org/>, Ancestry Library Edition provided by ProQuest and a “near complete database” of Creston and Cromwell School yearbooks.
 - d. Agencies and Organizations – Staff may refer patrons to the [Union County Genealogical Society](#) for further assistance.
3. **Vital Records**
 - a. Vital records are birth, marriage and death records that are kept with your local County Recorder’s Office. To obtain these records you must contact your local County Recorder’s Office. Union County Recorder’s office contact information:

Contact: **Katie Carlton**

Union County Court House

Attn: Recorder’s Office

300 N. Pine Street – Suite 5

Creston, IA 50801

641.782.1725 – phone

641.782.1709 – fax

kcarlton@unioncountyiowa.org

Website: <https://unioncountyiowa.org/departments/recorder/>

Approved: Nov 7, 2011

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