

## Pennsylvania Room Research Policies

The Pennsylvania Room offers paid research services for patrons who are seeking information on Centre County families and history, but are not able to visit us in person. To make use of this service, please email us at [paroom@centrecountylibrary.org](mailto:paroom@centrecountylibrary.org) [1] or by calling us at (814) 355-1516, ext. 214.

### **Pennsylvania Room Research Fees Policy- effective October 1, 2014**

#### **Marriages, Obituaries, Wills, Estate Files, and Cemetery Locations**

If you would like to purchase copies of any of the above items mentioned, we charge \$5 per copy, payable after we have consulted with you. In regard to the estate files, an additional \$5 charge may be added for each copied envelope, depending on the size and quantity of the file.

#### **General Research Requests**

We will investigate general research requests for a \$30 fee. If your request exceeds 20 copies or scans, or requires more than 3 hours of staff time, we will notify you of any additional charges.

#### **For all Research Requests**

Please be as specific as possible and include all relevant names and dates. Let us know if you would like your research delivered to you through mail or electronic format. If we can not locate your requested information, we will refer you to local professional genealogical researchers and organizations. If you plan to do research in the Museum and wish to scan any documents with your personal phone, camera, or tablet, a \$3 fee is charged for this process.

#### **Payment Information**

We accept Visa, Discover, and Mastercard as forms of payment. To pay by credit card, give us a call during our operating hours and provide us your name, credit card number, and card expiration date. Our phone number is (814) 355-1516 ext. 214. We are open Monday, Wednesday and Friday from 10am-5pm and Tuesday and Thursday from 12pm-5pm. We are also open on the third Saturday of the month from 10am-2pm.

We also accept cash, personal checks, and money order sent to us through the mail:

*Centre County Library & Historical Museum  
Pennsylvania Room  
203 N. Allegheny St.  
Belleville PA 16823*

Please make all checks out to "Centre County Library and Historical Museum." Research will take place after payment has been received.

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**We're Here To Help!**

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