



## **Monroe County Historical Association Research Request Policy**

The Monroe County Historical Association is dedicated to assisting individuals with their local history and genealogical research inquiries. Our professional staff and skilled volunteers are available to conduct research on behalf of clients who are unable to visit in person or who require specialized service. We utilize our extensive collection of historical documents, books, photographs, and archival materials to provide comprehensive support. By outlining clear guidelines, transparent fee structures, and a dedicated fulfillment process, the Association ensures that each request is handled with care and efficiency.

### **Research Fees**

Research fees are charged at the rate of \$30 per hour for members of the Association and \$35 per hour for nonmembers. The first hour of research must be paid in advance. Any additional hours required will be discussed and approved by the client before proceeding.

Credit card payments may be submitted securely through our website when completing the online Research Request Form. We also accept payment by check, mailed to Monroe County Historical Association, 900 Main Street, Stroudsburg, PA 18360.

Fees collected are allocated to support the operations of the Monroe County Historical Association, which includes the preservation and continued accessibility of its library and museum collections.

### **Request Guidelines**

Research requests should be submitted in writing, either through our online Research Request Form or by printing and mailing the form to us at the address provided above. Each request must include payment for the first hour of research.

The Research Request Form should be completed in full and should be as specific as possible about the information that is sought, as well as any details that are already known (such as names, dates, locations, religious affiliations, etc.). These factors will provide guidance to our staff and help focus the search so that time spent on the project will be used efficiently.

The Monroe County Historical Association reserves the right to decline research requests for any reason, such as requests that fall outside the scope of our collection or that are too broad to be completed within a reasonable period of time.

## **Request Fulfillment**

Research requests are fulfilled in the order they are received. Due to the volume of inquiries, please allow at least 4-6 weeks for completion.

Once the research is finished, the findings, including digital scans of all relevant documents, will be delivered to the client via email. If physical photocopies are requested instead, an additional fee of \$0.25 per page plus postage and handling will apply. Scans and photocopies are provided for personal research purposes only and may not be reproduced, shared, displayed, published, or distributed without explicit written permission from the Monroe County Historical Association. Refer to the Image Use Policy and Fees for guidelines related to the use of scans and photocopies beyond personal research purposes.

The Monroe County Historical Association cannot guarantee the availability of records to resolve an inquiry. The fees cover the time required to conduct the research, regardless of the outcome of the effort. While results cannot be assured, every effort is made to utilize the full breadth of the Association's archival resources. Research fees are non-refundable once the request has been received and accepted.