Effective Date: September 16, 2009

Summary: This policy describes the charge for research and photocopies for customers requesting materials remotely, through the library website, e-mail, letter or telephone.

Policy: When a customer from outside of the greater Kansas City metropolitan area, requests research or photocopies through e-mail, the library website, mail or telephone, there is a minimum, non-refundable charge of $15.00 to cover staff time, photocopies and postage. If the time needed to research the question exceeds 1 hour, the customer will be referred to the local historical society.

This fee may be waived at the discretion of the library director.