

# **Genealogy Application for Girard Public Library**

Policy for Genealogy Research by Library Staff or Volunteer

Minimum charge \$7.00 — — — ONE NAME FOR ONE EVENT  
(Includes up to 4 copies & postage)

All fees to be paid in advance — no refunds for negative searches.

Our library offers a local history and genealogy department, which is covered by our library staff and a part-time volunteer. Research, by necessity, must be limited to Crawford County with some information available on surrounding counties. This does not include courthouse research.

{ } Please mail check payable to the Girard Public Library or submit an Online Payment, then a search will be made and any information found will be sent.

{ } Please complete this form and mail it to Girard Public Library or email the form to [girardpl@ckt.net](mailto:girardpl@ckt.net)

{ } We are unable to find the information you requested.

{ } We do not lend genealogical materials.

NAME TO BE SEARCHED: \_\_\_\_\_

SPECIFY ONE EVENT: \_\_\_\_\_

DATE: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

If requesting more than one name and/or event, be sure to keep separate.

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Phone: (620) 724-4317 — Fax: (620) 724-8374  
128 West Prairie Avenue — Girard, Kansas 66743  
Email: [girardpl@ckt.net](mailto:girardpl@ckt.net)