

**DRAKE COMMUNITY LIBRARY
NON-RESIDENT REQUESTS FOR RESEARCH**

A minimal amount of research will be done on research requests received by mail, fax, telephone, or email from non-residents.

Agreed upon fees may be assessed to cover postage and printing to cover minimal research requests.

If more research is required, the Library will communicate via postal mail or email stating the Library's policy and suggesting a list of names of persons or organizations which might do the requested research. The Library will not recommend a researcher. It is up to the researcher to set his or her own terms.

Reviewed 9/09

Revised 02/14

Reviewed 02/17

Reviewed 07/21