

Fairfield County Chapter of the Ohio Genealogical Society Research Policy

Copies of obituaries are provided for a fee of \$2.50 each. See our Research page for details.

A “look-up” or a question concerning genealogical research in Fairfield County is provided at no charge. You may call and talk with a volunteer at the library on days we are open. If time allows, our volunteers may do a limited lookup over the phone “while you wait”.

If you have a more detailed request, please provide as much information as possible. Give names, dates, and as complete a description of what you are seeking as possible. For example, “I am seeking proof that George Smith (1776 - 1831) is the father of Adam Smith (1800 – 1867).” We cannot respond to requests such as “I’d like all information on the Johnson family of Fairfield County.” Also, please provide us with a detailed description of what documents and/or records you have already reviewed. We don’t want to duplicate your work.

Detailed research will include a search of materials at our library. This includes cemetery listings (except Forest Rose), abstracts of early local newspapers, abstracts of marriage, birth, and death records, Fairfield County histories, grave registration cards, church records, our surname file and ancestry charts, Fairfield County court journals, Partition records, and index to wills and estates. An online search of reputable genealogical websites for documents will also be conducted.

If necessary, research may need to be done off-site. Off-site locations may include the Fairfield County Court House, Fairfield County Hall of Justice, Fairfield County Health Department, and the Fairfield County District Library.

On-site research is \$20.00 initial fee for 2 hours minimum. Any further research will be charged at \$10.00 per hour. Digital copies will be provided where possible. If paper copies are necessary, there is a .25 cent charge per copy. A source citation will be provided for each document. Postage, if required, will be added to the hourly fee.

Off-site research is \$35.00 per hour. Paper copy costs will be the same that charged by the off-site location.

Please send your request to research@fairfieldgenealogy.org or you can mail your request to the Library, ATTN: Research. Please include the initial \$20.00, and include your phone number and/or email address.

All fees collected are used to support our chapter. We accept checks, cash, or money orders. Checks should be payable to “The Fairfield County Chapter OGS”.

Please note: Volunteers do not research living individuals.