



Grems-Doolittle Library | Schenectady County Historical Society, 32 Washington Ave, Schenectady, NY 12305  
(518) 374-0263 x3 | [librarian@schenectadyhistorical.org](mailto:librarian@schenectadyhistorical.org)

### Library Policy on Research Requests

All members of the Schenectady County Historical Society may use the Library at no charge. Members who join SCHS at the sponsor level, or above, can contact the Library to receive one free hour of research with the Librarian each year. Non-member researchers can contact the Library to ask staff to conduct research on their behalf, for a fee.

### Fees

- ☐ **\$5.00** for a “look-up,” or research on a single vital record such as birth, baptism, marriage, and death records.
- ☐ **\$25.00/hour** for comprehensive research covering all library sources, primary and secondary, including family files, manuscripts, photographs, maps, and historic documents.

Payment may be made by personal check made out to Schenectady County Historical Society and mailed to SCHS, 32 Washington Ave, Schenectady, NY 12305. Additionally, you may contact us at 518-374-0263x5 to pay by credit card over the phone, or pay online at <http://schenectadyhistorical.org/library/about-the-library/research-requests>.

If your request is genealogical, please send us a chart, with dates going back as far as you know them, indicating the surnames you wish to have searched. Also, please indicate whether dates are firm, or whether you wish us to verify them through our records. Queries may be sent by mail, by email, or by phone. Please see the contact information at the top of this page.

Queries are answered in order of the receipt. The length of time to respond depends on the volume of requests being handled.

For more information contact the Librarian.