

Research Policy and Fee Schedule

The East Orange Public Library is a municipal agency of the City of East Orange whose mission is to serve the East Orange community. We are pleased to assist, without charge, researchers who come to the library to access our collection.

Our sizeable and comprehensive collection attracts researchers from all over the world. However, due to staff limitations, we are unable to accommodate the volume of research requests without charging a fee to cover our costs for Individuals or groups not able to conduct their own research at our library. Professional library staff will undertake limited fee-based research. The library reserves the right to accept or decline requests.

Research will begin upon receipt of fee payment and the signed agreement below. The current fee schedule is as follows:

- \$25 per ½ hour of research, paid in advance. If additional research time is needed, we will contact you for authorization to proceed.
- 5 free photocopies; \$.25 per additional copy
- Free mailing via U.S. Postal Service; FedEx mailing at cost

Information about our collection and access to some of our databases is available through our website at www.eopl.org. Call 973-266-7049 for additional information.

Client Research Request Form

I agree to comply with the above-stated terms.

Print Name: _____

Signature: _____

Telephone: () _____ Email: _____

Research request: _____

Enclosed is my check for \$25 made out to: East Orange Public Library.

Mail "Client Research Request Form" to:

East Orange Public Library
Attn: Reference Research Request
21 S. Arlington Ave.
East Orange, NJ 07018

To submit your request online use the Donate button on the left of our homepage, www.eopl.org. Complete the form for payment. In the "comments" field, write "Research". Then view our "Policies" page under "About Us". Complete the "Research Request" form.