

## Assistance for Researchers

Individuals may visit the PGCs Library to conduct their own research in the more than 5,000 books and records in our collection. Volunteers are available to assist patrons in becoming familiar with the library's holdings and to offer suggestions for directing their research efforts. There is no charge for this service.

For those who cannot visit the library in person, we offer several alternatives for performing some research on their behalf.

- A researcher who is interested in a particular name may find the List of Indexed Records to be useful; however, access to the actual document is limited to the members of the Society. Indexed Records are available from the top level of the website menu under "SEARCH RECORDS" or by clicking here: <http://pgcgs.org/SearchIndexPublic.php>
- A researcher who is seeking only a minimal amount of information –something that can be identified or verified in 15 minutes or less – can send an e-mail to [research@pgcgs.org](mailto:research@pgcgs.org). There is no charge for this option. If the staff is able to resolve the question, a return e-mail is sent to the researcher. If the question cannot be resolved that quickly, the researcher will be asked to complete and submit a Research Request form.
- A researcher who is asking for more extensive research to be performed will need to complete and submit a Research Request form, stating the specific information sought and providing as much background as possible to assist us in completing the research. The Research Request form is on the following page.

For members, the charge for this service is nothing for the first 30 minutes, \$10.00 for the next 30 minutes, and \$20.00 for each additional hour. For non-members, the charge is \$12.50 (payable up front) for the first 30 minutes, \$12.50 for the next 30 minutes, and \$25.00 for each additional hour. Any charges incurred after the first 30 minutes will be billed on completion of the research. Our staff will contact the researcher before extending the research beyond one hour. If the researcher requests photocopies of any of the documentation found, there will be a \$.25 per page charge. Postage charges may also apply for materials mailed to a foreign address or for materials over a certain weight.



**PRINCE GEORGE'S COUNTY  
GENEALOGICAL SOCIETY, INC.**

P.O. BOX 819 - BOWIE, MARYLAND 20718 - 0819

Attn: Registrar

**REQUEST FOR RESEARCH**

PGCGS provides research assistance to both members and non-members related to all materials housed in its Library. Please be as specific as possible in explaining your research request. Whenever possible, it would help if you provide copies of your pedigree charts and family group sheets related to the request. If our research efforts will extend beyond one hour, we will contact you to determine if you want us to continue our efforts for an additional hour (or portion thereof)\*. Our fee schedule appears below; additional charges for photocopying and postage may also apply.

FEE SCHEDULE FOR RESEARCH REQUESTS		
Extent of Search	Member Fees	Non-Member Fees
Up to 30 Minutes	Free	\$12.50, payable with Request
31 to 60 Minutes	\$10.00, billed on completion	\$12.50, billed on completion
61 to 120 minutes*	\$20.00, billed on completion	\$25.00, billed on completion
Extra Hours (Full or Partial)	\$20.00, billed on completion	\$25.00, billed on completion

DETAILS OF REQUEST:	
Name of Ancestor (or Subject of Search):	
Date (or Circa):	Place:
Item(s) Needed:	
Your Printed Name:	
Your Printed Address (House Number, Street, State, and Zip):	
Your Printed Phone Number or E-Mail Address:	
Your Membership Status: _____ Member (Member Number: _____) _____ Non-Member (attach \$12.50 check payable to PGCGS)	
Authorization to Share Information: <i>If you are willing to share your name, address, and any material submitted with others who may be interested in the same families that you are researching, please sign and date this form.</i>	
Signature: _____	Date: _____