

	<p>OHIO GENEALOGICAL SOCIETY</p> <p>611 State Route 97 W Bellville OH 44813-8813</p> <p>419-886-1903 www.ogs.org</p>	<h2>Copy Service Requests</h2> <h3>Instructions and Procedures</h3>
---	--	---

Full Instructions for Copy Service Requests

For a pre-paid, non-refundable fee (\$5.00 for OGS members or \$20.00 for non-members, per request), the Ohio Genealogical Society will perform a lookup in a book, resource, or collection in the OGS Library. The service fee includes labor, the first 10 pages of photocopies, and the return postage. Additional pages are billed at 20 cents per page.

Patrons may request copies by submitting the Copy Service Online Request Form and paying with credit card or by filling out the Copy Service Request Mail-In Form and paying by check or money order. Mail form and payment to: Ohio Genealogical Society, 611 State Route 97 W, Bellville OH 44813-8813.

OGS can do a lookup in the holdings of the OGS Library *only*. The OGS provides photocopies for the personal educational use of patrons. The OGS adheres to US Copyright Laws when making photocopies and scans for patrons. Most titles are under copyright and patrons should uphold any federal mandates in their use of material copied at our facility.

OGS will respond within sixty (60) days.

Archive Requests

Copy service requests for archival collections are assessed on a case-by-case basis as most archival collections are not indexed and therefore require additional research. At this time, the OGS does *not* provide research services for patrons. Please contact the archives at ogs@ogs.org prior to submitting a copy service request for an archival collection not listed below to see if it qualifies for copy service.

The following archival collections are pre-approved for copy service:

- All OGS Lineage Society Files (FFO; SBO; CFO; SFONT; SCWFO; MODSO)
- MSS 136 Richland County Naturalizations, 1840-1970s
- MSS 275 Mary Jane Henney Collection
- MSS 309 Central Ohio Obituaries
- MSS 373 OHC Family Collection
- MSS 455 Joel E. Seckel Galion High School Obituary Collection

Some examples of common inquiries:

You find a book in our online library catalog and would like the index of this title checked for the name of a specific ancestor and copies of the pages pertaining to their ancestor sent to you.

You locate an ancestor's name in the OGS Bible Records through the Database Search and would like a copy.

You find an ancestor in one of the lineage societies rosters (First Families of Ohio, Settlers and Builders of Ohio, Century Families of Ohio, Society of Civil War Families of Ohio, Military Order of the Daughters and Sons of Ohio) and need the proof documents copied for your ancestor.

You find an ancestor's surname in one of the Library Special Collections (ancestor charts, family group sheets, obituaries, surname files, finding aid) and would like us to check an identified collection/file for a particular ancestor.

You would like a quality copy of an article found in an OGS Periodical or any periodical in the OGS online library catalog.