

STANDING RULES

The intent of this library is to feature the people and history of Howard County, Missouri. If material is conveniently available at other repositories (courthouse/library) or on the internet, it may not be necessary to retain copies.

I. Access to keys

- a. At desk in the library
- b. President and Researcher
- c. Notify librarian - sign-up sheet

II. Operation

- a. Fridays: 1 to 4 p.m.
- b. Visitors sign in/out
- c. No HCGS materials leave the building

III. Charges

- a. Copies @ 20¢ per page, from the computer 15¢ per page
- b. Research \$10/hour or fraction of an hour for each search
 1. to include 10 free copies
 2. \$2 for mailing
- c. FAX is \$1 per page
- d. Discount for members

IV. Acquisitions - Approval of Board

- a. Deed of gift
- b. What do we accept?
 1. family histories - books and manuscripts
 2. regional histories
 3. geographical histories
 4. Other

V. De-accessions

- a. Duplicates
 1. by a majority vote at a Society meeting
 2. to be made available to members before disposal
- b. Damaged or not related to genealogy
- c. Available online

These standing rules may be amended by a two-thirds (2/3) vote without previous notice or by a majority vote of those present with notice. A standing rule shall be adopted by majority vote.