The Staff of the Charlotte Community Library recognizes the importance of genealogy to the residents of the library district. Every effort will be made to meet these requests; however, many requests are beyond the budget of the library to fulfill.

These requests can consume large amounts of time on the part of the staff involved. In many cases, the request would require hours, perhaps even weeks, of time to research.

Genealogical Research

In consideration of the library’s limited budget for these requests and in an effort to provide the most thorough research possible for our patrons, the Charlotte Community Library requires a fee for these services. In addition, these services will be limited to using only the library’s “in house” resources and are dependent on available staff time.

The Library will perform genealogical research for patrons within the Library District for a flat fee of $10.00, payable in advance. The Library District includes the City of Charlotte, Carmel Township, Eaton Township, Walton Township, Chester Township, and Brookfield Township, and the City of Olivet in Eaton County Michigan, and Lee Township in Calhoun County.

For service to the remainder of Eaton County, the remaining areas of Michigan, and all other areas, the fee is set at $20.00 per hour. A non-refundable minimum of $20.00 is required in advance for all out of district research, and the requestor shall agree to pay all further charges incurred by the Library, for the requested research, without a maximum limit. Patrons will be notified of approximate high costs before the commencement of the research, and will be given the opportunity to decline before research begins.

No research shall commence prior to receipt of initial payment. Submission of initial payment shall constitute a binding agreement on the part of the requestor to satisfactorily settle any additional charges.