

## Passaic County Historical Society

### Local History and Genealogical Library Research Policies and Fees

#### Research in Person

Researchers are welcome to use our Local History and Genealogical Library in person, at no charge. Our Library Volunteer Staff is available to assist researchers. Please call in advance to arrange for someone to be there to assist you (973) 247-0085.

#### Research by Mail

The Passaic County Historical Society welcomes interest in our genealogical collections. A comprehensive search of the Society's collections can be conducted by our all-volunteer genealogical staff. Due to the limited size of our staff and the large number of requests we receive, PCHS has an established fee schedule described below. These fees contribute to the support of the Society and are used to enhance and preserve the Society's genealogical collections and facilities.

We have extensive material relating to Passaic County, New Jersey and its environs, with a particular emphasis on the City of Paterson. Following is a brief description of what our collection contains:

**Family Sheets Collection.** Family sheets compiled by past members of the Society from Society collections of church records, county and local histories, and newspaper abstracts, plus information obtained from persons actively researching various families. This is an extensive collection and definitely should be searched.

**County Histories.** We have all available Passaic County histories published between 1880 and 1920, plus histories for the Cities of Paterson and Passaic.

**City Directories for Paterson 1857-1968.** Relatively complete with only a few years missing.

**Church Records.** Published and copied Church Records for Paterson, the old Pompton Township area, Wayne, old Acquackanonk Dutch Reformed Church, plus records for many Bergen County Churches.

**Cemetery Records.** Listings for most areas of Passaic County exclusive of Paterson and Passaic. (We do have listings for the old Dutch Reformed Church cemeteries for these cities.)

**Special Collections.** Compiled by local genealogists and donated to the Society

Ackerman Collection - Family sheets for Ackerman and related families

Quackenbush Collection - Family sheets for Quackenbush and related families.

**Bible Records.** These are copies or xeroxes of Bible Records relating to Passaic County families.

**General Files.** Two separate files containing assorted references (magazine and newspaper clippings, correspondence relating to genealogy, notes made by past members of the Society).

If you do not specify the collections you want searched, we will search in a sequence we deem most likely to produce positive results in the time allotted.

### Schedule of Fees

**Non Members:** 25.00 per hour with a two hour minimum charge. Payment is required in advance.

Note that **Non Member** research fee can be applied toward a \$20. PCHS membership with the \$30 balance applied for research fee as a **New Member**

Up to twenty pages of photocopying are included in the initial fee. Additional copies are billed at 0.30 per page. Please specify any desired copy or dollar limit for extra copies.

Additional **Non Member** research billed at \$25 per hour, to be billed at completion of the search. Please specify a time or dollar limit. (For additional **New Member** research, see additional **Member and New Member** Research below.)

**Members and New Members:** 15.00 per hour with a two hour minimum charge. Payment is required in advance.

Up to twenty pages of photocopying are included in the initial fee. Additional copies are billed at 0.30 per page. Please specify any desired copy or dollar limit for extra copies.

Additional **Member and New Member** research billed at \$15 per hour, to be billed at completion of the search. Please specify a time or dollar limit.

Research results cannot be guaranteed. You will be provided with a list of sources consulted in the search. The more information you give us to start, the better the chances are for a successful search.

Inquiries are handled on a first-come, first-served basis. Due to the current workload, you can expect a completed search within thirty to sixty days. Receipt of your query will be acknowledge with a more specific, likely completion date.

We regret that we cannot conduct searches in other repositories (e.g. County Archives).

When requesting research by mail, please give us as much specific information as possible for the individuals or families for whom you are seeking information including:

First and Last Name

Family: such as Siblings, Spouses, and Children

Places and Dates: births, deaths, marriages and residences.

*(please cut and mail)*

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***Yes, I have read the above and wish the Passaic County Historical Society to conduct a two hour search.***

My check or money order (international money order in US Dollars) is enclosed for the correct amount payable to: THE PASSAIC COUNTY HISTORICAL SOCIETY.

\_\_\_\_\_ \$30 as a **Member or New Member**

\_\_\_\_\_ \$50 as a current **Non-Member** of the Society

As a current non-member, I would like to use \$20 of my \$50 fee as annual dues and become a Member of PCHS \_\_\_\_\_ Yes \_\_\_\_\_ No

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY, STATE, ZIP** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**As a member of the Passaic County Historical Society**, you are eligible to join the PCHS Genealogy Club at no additional cost. Membership includes an annual subscription to the Club newsletter, "*The Castle Genie*," published quarterly.

Would you like to join the PCHS Genealogy Club? \_\_\_\_\_ Yes \_\_\_\_\_ No

***Passaic County Historical Society  
Genealogy Club***