



Peterborough Town Library

2 Concord Street, Peterborough, NH 03458-1511 ■ (603) 924-8040 ■ PeterboroughTownLibrary.org

Research Policy

The McGilvray Room offers a reference collection of materials of interest to the local historian, genealogist, and patron interested in Peterborough history and culture. Included in the collection are New Hampshire town histories and texts, local newspapers on microfilm including the Peterborough Transcript, Monadnock Ledger, and The Monadnock Ledger-Transcript, Peterborough historical texts, Monadnock Region historical texts, and primary documents pertaining to the Peterborough Town Library history. A complete list of the collection is obtained by using the [library's automated catalog](#).

The earliest historical newspapers are indexed and fully searchable. The database is available online here: <http://peterborough.advantage-preservation.com/>. New reels are being added every year to this database.

Materials are intended for use in the McGilvray Room only, but special permission may be granted to use materials elsewhere in the building. For a more complete collection of local history materials, patrons are referred to the Monadnock Center for History and Culture.

The library also offers in-library access to Ancestry.com.

Research policies and McGilvray Room rules

The library staff is ready to assist patrons with the materials and research tools in the library, as time permits, and can make referrals to other collections and institutions. The staff are unable to provide extended research services for patrons.

Research requests may include but are not limited to newspaper article or obituary searches and searches of other local history materials. *Please note, the majority of the Peterborough Transcript and the Monadnock Ledger are not indexed or available digitally.*

In-person assistance will be given free of charge to patrons visiting the Library.

Library staff will conduct research for patrons who call, write, or e-mail with questions according to the following guidelines:

- Research requests requiring less than one hour of staff time to answer will be conducted free of charge. Questions requiring additional time to answer will be assessed a fee of \$20 per hour after the first hour, or \$5 per quarter hour, up to a maximum of 2 hours total.
- A Request for Staff Research form should be completed for each request. You can also download a PDF version of the research form if you would prefer to send it by mail.



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- Patrons may indicate in advance how much time they are willing to pay for, or ask library staff to contact them after the first hour of research is complete for an estimate of how much more time will be required.
- Delivery: The above charges, if any, include up to five pages printed for free, including postage. Additional pages will be assessed a charge of \$0.20/page, plus postage. There is no charge for PDF or image files sent via e-mail.
- The staff will not conduct Federal Census or vital records searches (births, marriages, deaths). Patrons contacting the library hoping to have vital records sent to them are to be directed to the Peterborough Town Clerk's Office.