

DeKalb Public Library Copy Request Policy

Adopted by the Board of Trustees Oct 10, 2012

DeKalb Daily Chronicle obituaries:

DeKalb newspapers are not indexed or digitized. In order to obtain a copy of a newspaper obituary, please supply the month, day and year needed. A paper copy will be sent via standard mail. You may choose to have the obituary e-mailed or faxed as well.

There is a \$5.00 fee for each search. Some searches may result in no obituary.

Please allow seven days for your pre-paid request to be processed. Requests may be made by phone, mail or email.

Reference staff will search for seven days after the date provided.

Fees are not refundable.

When searching for items such as obituaries when you are uncertain of the date of death, please check the Social Security Death Index on Ancestry.com, which is available in many local libraries. You may also want to check the Illinois Statewide Death Index, Pre-1916 and Illinois Death Certificates, 1916-1950, vital record databases which are available on the Illinois Secretary of State's website, www.cyberdriveillinois.com/departments/archives/home.html.