



**WINONA**  
**PUBLIC LIBRARY**  
HONOR OUR PAST, EMBRACE OUR FUTURE

## GENEALOGY, OBITUARY, AND ARTICLE REQUESTS POLICY

The Winona Public Library has the Winona Newspaper (currently the Winona Daily News and formerly the Winona Republic Herald) on microfilm from July 19, 1860 to present. Winona Newspapers from 1860-1976 are also available online at the [Winona Newspaper Project](#).

The Library has limited indices of obituary records from 1960-2010 available online. Please note the indices are not fully complete:

[1960-1979](#)

[1980-1999](#)

[2000-2010](#)

### IN-HOUSE USE

The Winona Public Library has a Digital Microfilm Reader, which allows users to make PDFs of articles/obituaries. All are welcome to bring a flash drive to save PDFs on or to email the PDF to themselves. Printing is available at \$0.10/page. A manual microfilm reader is also available. Printing from this machine is \$0.15/page and requires exact change.

Other genealogy resources of interest in the library include [Ancestry.com: Library Edition \(World Edition\)](#). This resource is only available for in-house use but users may bring their own laptop. Print resources that are available for in-house use only include City Directories dating from 1872-present day (some years are missing) and [The Resting Places of Winona County, Minnesota: Cemeteries of Winona County](#).

### ONLINE OR MAILED REQUESTS

Requests for obituaries/articles can be made via our [online form](#) or through the mail. Mailed requests must include the attached form and should be sent to:

Winona Public Library  
Reference Department  
151 W. 5<sup>th</sup> St.  
PO Box 1247  
Winona, MN 55987

Requests submitted online or through mail should allow one to four weeks for processing. The Library cannot guarantee that we will find the requested article/obituary. Only three requests are allowed per month.

Library staff will search seven days from the date of death and will notify the requestor regarding the findings and the payment amount.

Requestors residing in the State of Minnesota are not charged for obituary/article requests. Those residing outside of the state will be charged \$2.00/request.

# WINONA PUBLIC LIBRARY OBITUARY/ARTICLE REQUEST FORM

A separate form is required for each requested name. No more than three requests are allowed per month. Allow one to four weeks for processing. Note that there is no guarantee that library staff will find the requested obituary/article. Payment is required after the request is found. Library staff will contact you with the amount owed.

## YOUR INFORMATION

Name (First & Last): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email (If Applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

## REQUESTED INFORMATION

First & Last Name: \_\_\_\_\_

*(Must be exact as possible)*

Date of Death: \_\_\_\_\_

*(Must be exact as possible – include month, day, and year)*

Place of Death: \_\_\_\_\_

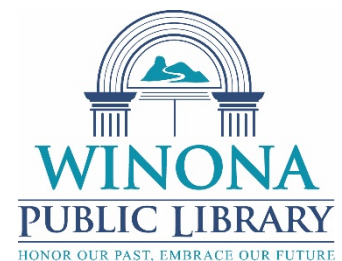
*(If known)*

Additional Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## PLEASE RETURN THIS FORM TO:

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Reference Department  
151 W. 5<sup>th</sup> St.  
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Rev. 3/2019