

## *If you...*

Are an attorney who needs assistance in locating heirs to settle an estate...

Are a family historian and need assistance in solving a difficult research question or deciding the best plan for research...

Want to join a lineage society such as the Colonial Dames or Daughters of the American Revolution and you need help with your society application...

Need someone to translate foreign genealogy or other historical records...

Want a website for your family but don't know where to begin...

Need someone to organize documents and photos or plan a family reunion...

Need a speaker for a society meeting or community program...

Are looking for someone to edit or publish your genealogy manuscript...

Don't know where to start...

*...then the Association of Professional Genealogists can help!*

Visit our online directory of specialists at  
[www.apgen.org](http://www.apgen.org)  
to find the right professional today.

**apg**<sup>®</sup> Association of Professional  
GENEALOGISTS

Adoption Specialists  
American Indian Specialists

Archivists

Booksellers

Columnists

Conference Planners

Editors

Genealogists/Researchers

Genetic Specialists

Heir Searchers

Historians

House Historians

Indexers

Instructors

Lecturers

Librarians

Lineage Specialists

Photographic Experts

Publishers

Reunion Planners

Technology Specialists

Translators

Travel & Tours

Web Designers

Writers

*Find the right specialist at*  
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*Modern genealogical work encompasses a wide variety of specialties...get advice on*

## **HIRING A PROFESSIONAL**



From the Association of  
Professional Genealogists

Every genealogy project is unique. APG members, representing a broad range of expertise and specialization, can meet the challenges of diverse client needs.

By visiting our website you can search the directory by specialty, geographic area, or member name. You can review members' biographies and evaluate how their experience might relate to your project.

The following points will give you an idea of what to expect when contracting a genealogical project with a professional.

Most professional genealogists charge an hourly rate for research, lectures, or other work. Under some circumstances, however, the professional may quote you a flat rate for your project.

Hourly rates vary widely depending on scope of work, average industry wages, and business expenses such as licensing, insurance, and general overhead. In addition to hourly rates, many types of genealogical work incur associated fees such as travel expenses, copy or microfilm reproduction charges, and postage. Ask your professional to explain all charges and establish a project budget. Expect to pay a retainer.

A professional should make no guarantee about finding the information you seek, and cannot predict the time it will take to prove relationships or discover details you need. It is important to remember that you will be paying the professional for his or her time and expertise.

1. Ask for a letter of agreement between you and the researcher before any money is exchanged or work is performed.
2. Insist that the letter describe the following points.
  - Scope of work to be performed.
  - Hours to be worked for you with some provision for time extensions under specified circumstances.
  - Fees to be charged for various activities.
  - Explanation of what the retainer covers and how it will be applied toward final payment.
  - Provision for research to extend past terms of initial agreement and how additional authorizations are to be put in writing.
3. The agreement should identify who holds the copyright to the written research reports. Your researcher probably will retain that right. This means you cannot publish the report without the researcher's permission.
4. If your researcher is a member of the Association of Professional Genealogists and you believe he or she has not worked within the Code of Ethics (printed to the right), you can file a grievance with the organization. APG will work with you and the professional to mediate the disagreement.

Ethical conduct is extremely important to members of the Association of Professional Genealogists. Every member of APG signs a code of professional ethics, stating that the professional will:

- ✓ Promote a coherent, truthful approach to genealogy, family history and local history;
- ✓ Clearly present research results and opinions in a clear, well-organized manner, with accurately-cited references;
- ✓ Advertise services and credentials honestly;
- ✓ Explain without concealment or misrepresentation all fees, charges, and payment structures;
- ✓ Abide by agreements regarding project scope, number of hours, and deadlines or reporting schedules;
- ✓ Refrain from knowingly violating or encouraging others to violate laws and regulations concerning copyright and right to privacy;
- ✓ Give proper credit to those who supply information and provide assistance.

Clients can count on APG professional genealogists to give them high-quality services, and produce high-quality results.

The full Code of Ethics and information about the Professional Review Committee can be found at [www.apgen.org](http://www.apgen.org).

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