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July 9, 2013 Schaumburg Township District Library Genealogy Program "Handouts"

Hi Everyone,

This document should be considered as the program "handouts" document for our July 9, 2013 Schaumburg Township District Library Genealogy Program.

What does this really mean?

Prior to this "new" process, our program handouts would actually be paper handouts that were based on me often printing up the first page related to a web site that I wanted to mention. Then on the paper for the web site I would handwrite what things of importance are associated with the web site that the researcher should know. Maybe it was a new web site or maybe an important date related to a significant event or maybe a new database was released. Whatever it was I noted it on the paper of the first page of the web site.

The source for the vast majority of what is in the Handouts is the monthly Schaumburg Township District Library Genealogy Newsletter. From within this larger document I extract information on upcoming genealogy programs local to our area, important items from Dick Eastman's Online Genealogy Blog, as well as I summarize some key periodical articles of interest that I think are important to be aware of. The Handouts simply provide me with the opportunity to focus in on what I consider are important genealogical bits of information important to the researcher as well as to share my own personal thoughts on why it is of note.

You will also see a small redesign of the PDF Handout package. You will now see a Table of Contents on Page 1 listing what the following "handouts" are by topic. Within the Table of contents you can quickly access the handouts by using the hyperlinks and bookmarks that will get you quickly to your handout of interest. You will no longer have to scroll through the entire package of handouts to get to the one you want.

I also plan on use the "yellow highlight" tool within Word and highlight certain areas of these notes that I think are important to note. The visual highlighting will take your eyes to areas of importance to note. Please let me know if you think this OK or if it may be a distraction? I thought I would give it a try.

Going forward I plan on creating this document on a monthly basis that will include my notes regarding a web site of interest and a link to the web site itself.

The reader of this "handout" list can themselves then read my overview summary of the site and then link to the site directly themselves to get more details or print out what they want from site.

I will clearly identify my own comments when the handout is a combination of material that came from some other source such as Dick Eastman's blog as well as my own comments. I will indicate my comments in Italics, clearly marked so the reader can distinguish between the original verbiage and my own comments. If a handout item was completely created by me then you will see that noted at the top.

In this case, the entirety of the handout was created by me and will not be shown in Italics.

This program "Handout" information will then be uploaded to the Schaumburg Township District Library Genealogy Blog that is titled "Genealogy with Tony". This blog will be accessible from the library's main web site page at www.schaumburglibrary.org. Select "Local History and Genealogy" at the top of the page, then look for the icon on the Local History and Genealogy page that says "Tony's Genealogy Blog". Open the blog link and then look at the right hand sidebar of the blog and you will see the "Handouts" information. The direct web address for the blog I author is <http://genealogywithtony.wordpress.com>

Here we go with the list of "handouts"!

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Handout #1 – VISIT THE SCHAUMBURG TOWNSHIP DISTRICT LIBRARY GENEALOGY BLOG

I will continue to remind participants of our library’s new genealogy blog. You can access it through our library home page at www.SchaumburgLibrary.org by scrolling across the top of the first page and look for the tab that says “Local History and Genealogy”. Click on that tab and look on the right side for our library genealogy blog on the right side that says “Tony’s Genealogy Blog”.

Or you can just go directly to the blog at:

<http://genealogywithtony.wordpress.com>

You will find postings on upcoming programs, both at our library, and elsewhere in the area. You will also find a myriad of other kinds of postings, especially those that I offer on “Genealogy Tips” to help make your research efforts more productive.

You will also find our Schaumburg Township District Library Genealogy Newsletter and our “Program Handouts” at the blog as PDF files for you to view online, or download and save to your own computer for future referral.

Please remember that the blog will be the place to retrieve the newsletter and the “handouts”. I do not plan on making paper handouts of these available for distribution at the program or for mailing to individuals.

Try to visit the blog frequently to see what is going on. Subscribe to the blog via RSS (Really Simple Syndication) and you will receive notices when a new post or comment has been made at the blog. Or, just click on the WordPress icon in the lower right part of your screen that simply states “Follow”. By clicking on the “Follow” link you will subscribe to the blog and will receive follow-up e-mail notices when I publish a new post.

Our blog is the way of the future and the future is here now!

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Handout #2 – NEXT MEETING OF THE NORTHWEST SUBURBAN COUNCIL OF GENEALOGISTS ON SEPTEMBER 7, 2013

THE SOCIETY WILL NOT BE MEETING DURING THE MONTHS OF JUNE, JULY, AUGUST 2013. THEY WILL RE-GATHER AGAIN IN SEPTEMBER 2013. I WILL PROVIDE UPDATES ABOUT THE PROGRAM IN SEPTEMBER AS THEY BECOME AVAILABLE

THE SOCIETY WILL BE MEETING ON THE 1ST SATURDAY OF EACH MONTH STARTING AT 10:00 AM AT THE ARLINGTON HEIGHTS SENIOR CENTER LOCATED AT 1801 WEST CENTRAL ROAD IN ARLINGTON HEIGHTS. THERE IS A 30 MINUTE ROUND-TABLE HELP SESSION THAT STARTS AT 9:30 AM PRIOR TO THE ACTUAL PROGRAM.

The next meeting of the Northwest Suburban Council of Genealogists will take place on Saturday morning, September 7, 2013. The program for the morning is titled "To Be Determined". The speaker for the morning will be To Be Determined.

Meetings are held at the Arlington Heights Senior Center at 1801 West Central Road in Arlington Heights. They begin at 10:00 AM with a Round-Table discussion/mingling time starting at 9:30 AM. They encourage people to bring their research problems, achievements or interesting tips to share with each other during the time prior to the program start. The main portion of the meeting begins promptly at 10:00 AM. Donations are always welcome! Coffee is available to attendees for a charge.

You may visit the society web page at for any further details on the program as well as on the society:

www.NWSCG.com

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**Handout #3 – DUPAGE COUNTY GENEALOGICAL SOCIETY NEXT
REGULAR SOCIETY PROGRAM ON SEPTEMBER 18, 2013**

The next regularly scheduled meeting of the DuPage County Genealogical Society will take place on Wednesday evening, September 18, 2013. The program scheduled for that evening is **“Write Your Family History NOW”**. The speaker for the program will be Mike Karsen.

We genealogists are very good at doing research and collecting many facts about our families. For any of a number of reasons, however, most of us delay publishing the results of this research. Mike Karsen shows how you can publish your findings in books that vary from a simple 30 pages to one that contains detailed biographies and places your family in historical context. Your goal should be to organize your findings and share them with your family as soon as possible.

A professional speaker, Mike Karsen is a member of the Association of Professional Genealogists (APG), the Genealogical Speakers Guild (GSG), and is currently President of the Jewish Genealogical Society of Illinois. He speaks on family legacy topics locally and nationally, presents conference programs and has presented at Newberry Library and Spertus Institute of Jewish Studies in Chicago. Mike is the author of the JewishGen website "Guide to Jewish Genealogy in Chicagoland" and has published articles on genealogy.

He holds an undergraduate degree in mathematics/computer science and a master's in operations research alongside 30 years in telecommunications management.

This meeting will take place at the DuPage County Historical Museum, Upstairs Meeting Room. The address of the Museum is 102 E. Wesley St. in Wheaton, IL. The meeting room opens at 6:30 PM. Refreshments are available at that time. The society conducts business at 7 PM, the speaker will start by 7:30 PM and the program will conclude by 8:30 PM.

You may visit the society web page to find out further information about this program and other future programs the society has on their schedule at:

www.dcgcs.org

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Handout #4 – COMPUTER ASSISTED GENEALOGY GROUP OF NORTHERN ILLINOIS (CAGG-NI) NEXT PROGRAM ON JULY 20, 2013 AT THE SCHAUMBURG TOWNSHIP DISTRICT LIBRARY

The next meeting of CAGGNI will take place on Saturday morning, July 20, 2013 at the Schaumburg Township District Library starting at 10:30 AM. The program scheduled for this day is **"18th And 19th Century English Parish Records"**. The speaker for the program will be Sandra Trapp.

Parish chests have been used since medieval times. Baptism, marriages, and burials weren't the only records that the parish chest held. Learn of resources that may provide information about your ancestors even if they weren't the gentry.

You may visit the organization web page to find out further information about this program and other future programs the society has on their schedule at:

www.CAGGNI.org

Visit the group's web site noted above for information about this program as well as what CAGG-NI is all about.

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**Handout #5 – SCHAUMBURG TOWNSHIP DISTRICT LIBRARY NEXT
GENEALOGY PROGRAM ON AUGUST 13, 2013**

Our guest speaker for our August 13, 2013 genealogy program will be Ginger Frere. Ginger will present a program titled **“New Tools for Finding Old Stuff”**.

Technology is changing the face of genealogy. Come take a look at some new online tools and techniques for finding our elusive ancestors. Smartphone apps, software “to-go”, current maps overlain by historic maps, online classes, digital libraries, wikis and more! Learn how these tools can add to your genealogical bag of tricks.

A life-long Chicagoan, Ginger Frere, has been involved in family history for over 20 years. She has an extensive technical and training background with years of experience introducing people to technology. In addition to working with private clients, speaking and teaching seminars, Ginger is a reference librarian in the Genealogy and Local History Section at the Newberry Library in Chicago, where her responsibilities include providing reference services and working on digital projects. She is co-director of ChicagoAncestors.org, a free website for finding and sharing historical information about Chicago.

Ginger has attended the National Institute on Genealogical Research (NIGR) as well as the Samford Institute of Genealogy and Historical Research (IGHR) and the Genealogical Research Institute of Pittsburgh.

You may visit the library’s web page at:

www.SchaumburgLibrary.org

to view a Calendar of Events section of the library web page for this program and for many more non-genealogical programs offered by our library.

You can also visit the Genealogy Blog of the library that is authored by Tony Kierna. Visit the blog at <http://genealogywithtony.wordpress.com> for all things related to genealogy and the genealogy programs at the Schaumburg Township District Library.

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Handout #6 – ANNOUNCING “PROJECT 1950” FOR US CENSUS LOCATIONAL SEARCHES

The following was found at Dick Eastman’s Blog at www.eogn.com dated June 8, 2013.

Steve Morse and Joel Weintraub are at it again: adding even more search capabilities to Steve Morse's great One-Step web site. Here's a quote from an email received from Joel Weintraub:

If you wondered how we produced free locational tools for the opening of the 1940 census on the Morse One-Step site, wonder no more and be part of the team to do the same thing for 1950. We have opened up "Project 1950" to prepare searchable ED definitions and street indexes for the opening of the 1950 Census in 2022. With the help of about 125 volunteers we produced our 1940 tools, and now are looking for about 200+ volunteers to help with Phase I (transcription of Enumeration District definitions) and Phase II (creating urban area street indexes) for 1950. An explanation of the two Phases and what needs to be done can be found at:

<http://www.stevemorse.org/census/project1950intro.html>.

It may seem too early to be doing this, but it took us over 7 years to produce the 1940 tools that were used by the National Archives, the NY Public Library, Ancestry.com, and millions of researchers.

Joel Weintraub
Dana Point, CA

Steve Morse
San Francisco, CA

Comments by Tony Kierna

The 1940 Federal Census was just released in 2012. It was available and online within about 4 to 5 months thanks to the help of worldwide volunteers who transcribed the material to get it online.

So right now you would think nothing much would be happening to prepare for the release of the next Federal Census, the 1950 Census, that will be released in the year 2022 (barring the change to the 72 year release schedule that currently exists). Based on the next release target, one would think not much would be happening right now to prepare for that.

In fact, there is a great deal of preparatory work being started right now by Steve Morse and Joel Weintraub. They were very actively involved in the preparatory 1940 Enumeration district work that allowed researchers to be able to determine the Enumeration District (ED) in which their ancestors could be found by keying in an address or street intersection area where the ancestor may have been located in that 1940 census.

Well guess what?

They are now starting the volunteer gathering processing right now to begin working on creating the same capability for the 1950 census. That is correct. The 1950 Census preparation process is already starting to take root even though the census data will not be released until 2022!

Today, Enumeration District information for the 1950 census exists in paper format. But in our world of databases and indexes, you really can't just search that out unless you laboriously read through this information, know an approximate locational address of an ancestor for the 1950 census and then make a determination as to what ED they are in based on the description provided for the 1950 census.

Steve Morse and Joel Weintraub have devised a manner in which searchable databases are being created from the ED descriptive information for the 1940 census and also for the upcoming 1950 census.

Why is this of value?

Think of it this way. When the Federal Government releases the 1950 Census data in 2022, it will be in "raw" un-indexed format. Using the 1940 Census as an example, we saw that it took about 5 months for the data to be indexed through the help of volunteer transcribers. So we all waited patiently and hoped that our ancestral geographic areas were being indexed and we could just search for them in the usual manner. However, if you could have determined the ED location of an ancestor you could have immediately went to the released online images before they were indexed and could have continued with your research. You still would have had to look through the contents of an entire ED online, but that would have maybe contained only about 18 to 20 pages of online images. That is not a lot! You could have perhaps gotten at least a 5 month head start on researching the 1940 census using the ED determination tools that were made available.

For those of you doing large urban city research on ancestors, like me for researching Chicago ancestors, you absolutely need to identify EDs before the indexed data becomes available simply because large cities contain millions of people with hundreds if not more of EDs. Rural counties may have only thousands of people as the total population with far fewer EDs.

"Project 1950" is no small undertaking. The 1940 enumeration district conversion project took 7 years prior to the 1940 census data being released. So perhaps it is not too early to start the process for the 1950 census. Take a look at the link above. Be part of the 1950 census release history. Consider volunteering with this project. Be one of the 200 or so volunteers to make this conversion happen. Think of how fast this could get done if there were 400 or 800 volunteers!

We should all say a big "thank you" to Steve Morse and all that he has done for us as researchers in genealogy. One big project for him completes and another starts right up!

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Handout #7 – HAMBURG PASSENGER LISTS NOW INDEXED FOR 1850-1914

The following was found in Dick Eastman's Online Blog at www.eogn.com dated June 19, 2013.

Hamburg Passenger Lists have been updated on Ancestry.com at <http://search.ancestry.com/search/db.aspx?dbid=1068>. The name index now covers 1850-1914 (previously it was 1877-1914). This means that the bulk of this collection is now indexed, including the time period of peak migration through that port. The only remaining piece to index are the records following WWI (1920-1934).

The screenshot shows the Ancestry.com search page for 'Hamburg Passenger Lists, 1850-1934'. The search form includes fields for Name (First & Middle Name(s) and Last Name), Birth (Year, Location, Gender), Lived In (Location), Arrival (Day, Month, Year, Location), and Departure (Day, Month, Year, Location). There are also checkboxes for 'More' and 'Keyword', and a dropdown for 'Gender' and a 'Race/Nationality' dropdown. A 'Search' button is at the bottom. On the right, the 'Browse this collection' section has a 'Year' dropdown (set to '1850-1914') and a 'Month' dropdown. Below that, 'Related data collections' lists 'New York Passenger Lists, 1800-1987' and 'Swiss Overseas Emigration, 1910-1993' with brief descriptions of each.

The update adds over eight hundred thousand new records to the index, which now includes over 4.6 million names. Please note that only the years 1877-1914 have been indexed so far. However, all of the images for 1850-1934 are available. If you do not find your ancestor in a search by name, try browsing the images by year. You may want to begin by browsing the Handwritten Indexes, 1855-1934 at <http://search.ancestry.com/iexec/?htx=List&dbid=1166>.

More information is available on Joe Everett's blog at <http://joeeverett.blogspot.com/2013/06/hamburg-passenger-lists-now-indexed-for.html>.

Comments by Tony Kierna

For many of us the Hamburg Passenger List records represent a key resource in our ancestral hunt. Even prior to much of that data being indexed, researchers would often access the data on microfilm, using an approximate time span of an ancestral potential departure through Hamburg to the United States. But that was laborious because the data was in microfilm format and you had to look page by page at Germanic handwriting. Not an easy task!!

So now that the data has been indexed and online, the search is that much easier. But as we see for so many databases, what winds up online in indexed format often represents only a portion of the full amount of data for the resource. The same has held true for this resource. Data has been out there but it has not been the full complement.

Now, we see another incremental amount of data being added to this valuable resource. Up until now, data contained in the resource covered 1877 to 1914. Now we are lucky to see the data contains even more years of information. You will now be able to access data from 1850 to 1876. This has been the recent component "add-on". Data included in the index is still incomplete. The years 1920 to 1934 are still not part of the indexed online data. That data is still available in the "old-fashioned" manner via microfilms and laborious looking at images.

The lesson to be learned is to know your online resource. If the data is still incomplete, then you need to re-visit it so that you can see if "new" data has been added that could perhaps solve your "mystery" by the discovery of newly added data that you can search and find. Sometimes the data that is added comes in small doses over a number of years. We are not always lucky to discover a massive influx of new data to a database file. But you need to revisit databases when you know that the initial amount of data does not represent the full 100% of potential data that will ultimately be there.

If you have used the Hamburg Passenger List records online previously, you may want to revisit knowing that there are now more than about 800,000 new records for you to make ancestral research discoveries. These are important and very useful records to help you. If you have any European migration to the United States, there is a strong likelihood that an ancestor may have left through Hamburg (Bremen is a good alternate, but the records simply do not exist in the quantity for this port as they do for Hamburg. These records were destroyed over time, more so than for Hamburg.)

If you have used the data before, re-visit and maybe you will discover some ancestral connections within the newly added 800,000 records.

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Handout #8 – QR CODES CREATE INTERNET-CONNECTED TOMBSTONES

The following was found in Dick Eastman's Online Blog at www.eogn.com dated May 28, 2013.



QR Codes have many uses. They are often used on business cards and also in printed advertisements. Mercedes-Benz attaches them to automobiles so that rescue crews can use their smartphones or tablets to instantly retrieve information on how to make a speedy and safe recovery when using the "jaws of life" to extricate victims from an auto accident. (See [http://www.gizmag.com/mercedes-benz-qr-codes/27675/.](http://www.gizmag.com/mercedes-benz-qr-codes/27675/)) Now genealogists have recently been finding QR Codes on tombstones.

A QR Code (abbreviated from Quick Response Code) is the trademark for a type of matrix barcode (or two-dimensional code) first designed for the automotive industry. You can see a typical QR Code above. You probably have seen similar QR Codes on all sorts of products and advertisements. To use a QR Code, use a smartphone (typically an Apple iPhone or an Android phone) with appropriate software installed to take a close-up picture of the QR Code. The software reads the QR Code and then opens a web browser that displays the web page address that is embedded within the dots of the QR Code.

In effect, the QR Code becomes a "pointer" that points to a place where you may find more information. The process of displaying that information is automated with little human interaction required, other than snapping the picture. QR Codes are now popular on everything from Coca-Cola advertisements to tombstones.

The QR Code system has become popular due to its fast readability and large storage capacity compared to standard UPC barcodes. The code consists of black modules arranged in a square pattern on a white background. The information encoded can be made up of four standardized kinds ("modes") of data (numeric, alphanumeric, byte/binary, Kanji), or through supported extensions, virtually any kind of data.



Tombstone manufacturers say that an attached QR code makes a tombstone almost like a form of social media. The QR Code attached

to the tombstone points to a web page maintained by the family of the deceased. The web page might contain a biography of the person or it can point to an address where other people can text messages to the family. Family members also can share other stories that they'd like to share as well. It's all up to the family. The QR Code points to one web page but that page could be the "entry page" for many pages of information about the individual and his or her life and family. The pages might include photos, biography, and other information. The web pages also can be updated easily, as needed, by family members.

The QR Codes for tombstones are typically made on stainless steel, ceramic, or some other material that will not deteriorate quickly and then are attached to the tombstone or displayed on a separate "marker" located nearby. Larger QR Codes can be etched directly on the tombstone. Adding a QR Code to a tombstone requires a one-time fee that's included in the cost of the headstone. It can range from \$99 to \$400. A web page is also required although the page can exist on any web server. The family can make changes to the web site as needed.

Several companies now create QR Codes for tombstones. You can learn more in a number of articles by starting first on Google at <http://goo.gl/W3yLv>.

Comments by Tony Kierna

You have the ability to make a statement after your death that will provide whatever information you want to share to those that may stumble upon your grave marker. That information can be conveyed via those strange looking symbols we see in various locations. Now a symbol can be on your gravestone that will allow visitors with smart phones to scan your QR image. They will then be re-directed generally to an online website that you created in advance and that will be maintained by family members after you are gone.

If you have ever been doing on-site cemetery research and have walked the grounds, I am sure you have always pondered about who is below your feet. Who was this person? Where did he come from? What was his life? And then with no answers, you might take some notes and do some research when arriving back home.

But now you yourself have the chance to tell the story and answer all of the "who", "what", "why", "when", "where" questions that others might be asking as they walk over and around your grave site. That little QR code has an immense amount of power!

There has been some controversy of late about what may be viewed as making a headstone rather ugly if it were to contain such an inscribed symbol. I am not so sure it is that controversial. Discussions have been heard about having a separate urn near the headstone that would contain the QR code and not "disfigure" the headstone. Of course, the urn would have to be prominent enough and visible enough on its own to make the system work. A snow covered-urn or an overgrown weed area on an urn defeats the entire process!

Another controversy regarding QR codes runs a similar story to so many other avenues of technology. That story is obsolescence. QR codes may be the hot topic for now and maybe even 10 or 20 more years. But will it be replaced with

something else? Probably. Need I mention vinyl LP records and CDs and now all digital downloads! So now that you have a QR code on your headstone, how might that be looked at in 100 years? Who knows, but it might not be known as a QR code to allow someone to obtain information that you worked so hard to put together. But change is guaranteed no matter how we might want to stop it.

Still another controversy involves family follow-up. You certainly won't be around to make payments to have your website up and running in the future. You will depend on family to make your wishes come to fruition. What if that entire process changes in the future? What if family stops making payment and your website is taken down? What good is your QR code then?

But what new technology advancement does not create controversy. There are always two sides to just about everything. All you can do is plan as best as you can and go with what exists today. You cannot control what does not exist now and may get invented in 50 years. So today you have QR codes to make your statement for eternity. But that may go the way of the dodo bird and the vinyl LP! So I guess it still behooves you to write your family history, get it published. Oooops! There is no guarantee that the print material will be around either in a 100 years. You can't fret over something you cannot control.

Do the best you can and consider all of your options!

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Handout #9 – “A FIRST TIMERS GUIDE TO ARCHIVAL RESEARCH”

The following review and comments were created by me, Tony Kierna, based on my having read an article that was seen in the April/June 2013, Volume 39, Number 2 issue of NGS Magazine.

I thought that a very good article in this issue is one titled “A First-Timer’s Guide to Archival Research”. The author of the article is Laura Schmidt.

The article notes that perhaps most of our own research has taken place at the level of our local public library. Although the local library may contain countless amounts of useful information to help in your research, it is still quite different from what you might expect to find at a true archive. The closest we might have ever been to an archive is seeing one on TV perhaps in the genealogy TV show “Who Do You Think You Are?”.

The author suggest that before we actually begin our research at an actual archives, that it would be in our best interest to speak to someone that has actually spent time at the archive you are intending to use. Get an idea from such a contact what the experience is at that archive. Knowing some of this in advance can help the researcher get through those first few hours at a research and allow that time to be valuable and not just a “learning curve”.

The author notes that archives hold both published and unpublished material. That material can be in a variety of formats over and above just printed books. You might encounter manuscripts, letters, photographs, moving image and sound material, artwork, diaries, artifacts and their digital equivalents.

There is not just one kind of archive as noted by the author. Expect the following types of archives you may come across:

- College and University archives
- Corporate archives
- Government archives
- Historical society archives
- Museum archives
- Religious archives
- Special collection archives

See if you can match your research need to the appropriate archive where the material can be found. You may discover that usage restrictions may apply to a particular archive. A corporate archive may only be accessible by current employees and not the general public.

Do some preliminary online work at the website of the archive of interest. Look to see if you can access material information online via a catalog, inventory or

database. Try searching for material of interest to you. Don't just use the search capability. See if you can browse the collection listings to see what material exist if your searching was not too successful. Get the lay of the land for their materials.

Take advantage of contacting the archive via an e-mail capability that should be on the website under "Contact". Be sure your understanding of their material is what exists. Knowledgeable staff of the archive can certainly clarify that before a physical visit to the premises. Be as specific as you can be in any e-mail contact with the archive as to your queries. The more details provided by you will allow the reference staff to really give you a better explanation.

Perhaps you may determine that what you need is available in digitized format directly from the website. If something they have is non-digitized ask the staff if scans or copies of the material can be requested via interlibrary loan. Inquire of the archive if they know of skilled researchers that frequent the archive and that might be available to do paid research on your behalf. It will save you a trip and will also make obtaining of the material that much more efficient using a skilled researcher familiar with the archive.

If you still want to visit the archive, the author notes the following items to ask in advance so you do not discover any surprises when you arrive:

- Determine the hours the archive is open and if there are any special unanticipated times it may not be open.
- Inform the staff of your visit in advance so that any materials you might need will be readily available.
- Ask if there is any paperwork or fees that need to be completed in advance of your visit.
- Examine any usage guidelines the archive may have in advance.
- Consider and plan for your actual trip, transportation, parking, accommodations and meals.
- Ask about use in the archive of laptops, tablets, scanners, digital cameras and photocopying capabilities. Ask about internal internet access.
- Determine if material restrictions exist or the amount of materials you might want to use.
- Bring all of your needed materials such as pens, pencils, magnifying glass etc. and plan to dress comfortably and in layers.
- Prioritize your research plan by determining what is most important to you.
- Factor in some "extra time" in case you make major discoveries and need that time to capture the material.

When at the archive you may discover that there are certain procedures you will have to adhere to. Some of these may include:

- Filling out application forms and providing identification. You may have to obtain a library card for the facility in order to access the material.
- You may have to store your coat, bag etc. outside of the immediate facility. There may be lockers for this purpose you can use. If no lockers are available, be sure you do not leave any valuables in your coat or bag.
- Generally, there is no food, drink or gum allowed in the research area.
- Only a pencil might be allowed for use in the archive. No pens or markers.
- You may have to fill out requests to obtain materials as well as to ask for copies of the materials.
- You may have to wear archive gloves while touching the materials.
- There may be restrictions for use of cell phones, cameras, recorders and other devices.
- You will be informed of the need for careful handling and maintaining the order of the collection material.

Going to an archive may be the greatest research discovery of materials you can imagine. But going unprepared and uninformed can be a research nightmare. The author does a good job of providing simple and helpful insights into what you can do to prepare to both access an archive online and plan to actually visit one.

The author concludes the article by providing a link to another resource to help you if you are planning on going to visit and use an archive. The aid is titled *Using Archives: A Guide to Effective Research*. It is a 16 page document that you can download at the website itself via the link that follows. It was created by the Society of American Archivists, 2011. You can find this online at:

<http://www2.archivists.org/usingarchives>

If you are thinking of doing something like this, this article can really give you that edge in your being prepared to use an archive. The PDF you can download from the above site is also a very nice resource to use for yourself.

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Handout #10 – “TRACKING YOUR ANCESTORS USING HISTORIC CITY DIRECTORIES”

The following review and comments were created by me, Tony Kierna, based on my having read an article that was seen in the April/June 2013, Volume 39, Number 2 issue of NGS Magazine.

I thought that another good article in this issue is one titled “Tracking Your Ancestors Using Historic city Directories”. The author of this article is Kathy Petlewski, MSLS.

The author notes that the publication of city directories started in the latter part of the 18th century. The author notes that Philadelphia, PA is credited in having the first published city directory. That occurred in 1785. The publications proved popular with businesses as well as individuals. The early directories offered an assortment of information over and above the name of an individual. Often the early directories listed the stage coach time and arrival schedules, names of physicians and surgeons, undertakers. Advertising in these annual publications was deemed notable because the publication advertising stayed with the individual for at least one year until the directory was created anew for the following year. The advertisement located here had a one year life in comparison to it appearing in a daily or weekly paper of the times.

The author notes that city directories published annually provide a great means for tracking an ancestor over a year to year interval as opposed to a once over ten year period that occurred with our decennial U.S. Census.

The author also noted how city directories were helpful to her own research in Nashville, TN. She saw the name of a great-great-grandfather appear to correlate with the time of immigration to the Nashville area in 1867. The occupation was unexpectedly different than previously thought. Over the years the author saw the occupation change, the wife of the ancestor noted as a “widow” and the changing of the surname spelling over the years. The succession of the directories for the ancestor also noted the address changes that implied a move of the family. At the same time the address changes were noted, the author cautioned the reader to be careful when seeing this. Cities actually changed the name of the street where ancestors lived. A “Cherry” street became a “4th” street. The ancestor did not actually move. The street changed. Notes of these street name changes can also be found in the city directory for the year the change occurred.

City directories also contain valuable resources such as maps, ward boundaries, listings of churches, schools and places of interest. Business directories were also a part of the overall directory. If your ancestor had a business, you might actually find some advertisements placed by the ancestor in the directory!

These directories often contained “crisscross” listing by location. If you knew of an ancestor and found that ancestor at a particular location, you could then look at the “crisscross” version to see who lived around that ancestor without needing to know

the name in advance. You may very well discover married children of the ancestor living right nearby.

The city directories had their place in society up until about 1928. It was then that for large cities the sheer size and production needed to do them was overwhelming. This is the time when phone directories started to rise up to take the place of the city directory. But everyone did not have a phone and so the phone directories were not as comprehensive and inclusive as the previous city directories.

The author notes that Ancestry.com is a good source for online directory information. Look for "U.S. City Directories, 1821-1989" at Ancestry. The database is in beta testing. This is definitely a database to keep track of within all of those from Ancestry.com. You can check this database out at:

<http://search.ancestrylibrary.com/search/db.aspx?dbid=2469>

Take a look at the information provided by Ancestry.com and look to the right side of the database page. You have the ability to browse through what material is in the database by selecting the State, City and Year for material that does exist. This is often a good practice rather than immediately searching since you will have a better feel whether data exists for your search need.

The author also notes that a good resource is also the City Directories of the United States of America. You can find an online version for this resource at:

www.uscitydirectories.com

It is free to determine if a resource exists and while it does not have everything, it has a good amount of material. It will also identify who has the resource if one exists for a particular city/town of interest for you and what is the call number of the resource for easier retrieval. If a resource exists online, there will be a highlighted indication the resource is online. The online data is then searchable for a name of interest to you. There is an option at this site for you to submit a request for a look-up of a particular name in the directory that is not online. It is very pricey. I have seen that the majority cost for a look-up is \$15 plus a \$6.95 Shipping and Handling cost. WOW! That is pretty steep! But it is an option available to you if accessing the directory material is not easily done by looking through the material yourself from the source having it.

The author also notes that it is important to check your own local libraries and historical societies. They are often the keepers of such directory material for that local area if it does exist.

City Directories are a great source of information because they are printed and generally readable. They really help fill in the gap between the census years. Plus, they can provide so much more intangible information about a particular location that is not directly connected to the actual surname of interest that you have. All of this other information contained in the directory can really help you better understand the location of an ancestor that you are researching. Plus, again, it is generally easily readable in the print format it is in!

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