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November 11, 2014 Schaumburg Township District Library Genealogy Program "Handouts"

Hi Everyone,

This document should be considered as the program "handouts" document for our November 11, 2014 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 "Research 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". You may have to scroll down slightly on the page to see the information for the 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 GENEALOGY SOCIETY (NEW NAME – FORMERLY KNOWN AS NORTHWEST SUBURBAN COUNCIL OF GENEALOGISTS) ON JANUARY 3, 2015

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 60 MINUTE ROUND-TABLE HELP SESSION THAT STARTS AT 9:00 AM PRIOR TO THE ACTUAL PROGRAM.

(Please note that there is no program offered by the society during December 2014.)

The next meeting of the Northwest Suburban Genealogy Society (New Name) will take place on Saturday morning, January 3, 2015. The program for the morning is titled **“Preparing To Publish Your Family Book”**. The speaker for the morning will be **Regina Yuill**.

Does publishing your family history book seem like a daunting task? This talk will help you overcome your fears of writing and publishing your book. Discussion will cover how to generate ideas, find your target audience, set up the book, find publishing companies and how to use Microsoft Word to add special features that may otherwise be overlooked.

This meeting will take place at the Arlington Heights Senior Center, 1801 W. Central Rd., Arlington Heights, IL 60005 at 10:00 AM. There is a round table discussion that takes place at 9:00 AM prior to the main meeting/program that starts at 10:00 AM. Participants are invited to attend this round table and bring their research questions for discussion.

You may visit the society web page at:

<http://www.nwsgenealogy.org/>

Please note that it has happened once in a while that the society may change a program schedule without actively sharing that fact. Checking their web site may also not give you notice of such a change if they do not change the web site. That is still the first place to check. You may also want to contact someone at the society if a phone number is available to verify that a program is still scheduled as they had advertised. That is always not available either.

We do our best here to try to be sure that information we convey about programs is accurate. However, sometimes we are unable to convey changes unless we are made aware of those changes.

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**Handout #3 – DUPAGE COUNTY GENEALOGICAL SOCIETY NEXT
REGULAR SOCIETY PROGRAM ON NOVEMBER 19, 2014**

The next regularly scheduled meeting of the DuPage County Genealogical Society will take place on Wednesday evening, November 19, 2014. The program scheduled for that evening is **“Chicago Genealogy 101”**. The speaker for the program will be **Grace DuMelle**.

Newberry Library family historian and owner of Heartland Historical Research, Grace DuMelle shows you how to overcome the challenges of searching for Windy City relations, such as address and street name changes and scores of unindexed newspapers. Discover some resources family historians often overlook: fire insurance maps, inquest records, and probate cases.

You may visit the society's web page at:

www.dcgcs.org

The society also has a blog that you can visit to find out about “this and that” related to the society as well as find genealogical tips. You can visit the DuPage County Genealogical Society blog at:

<http://dupagecountygenealogicalsociety.wordpress.com/>

Please note that it has happened once in a while that the society may change a program schedule without actively sharing that fact. Checking their web site may also not give you notice of such a change if they do not change the web site. That is still the first place to check. You may also want to contact someone at the society if a phone number is available to verify that a program is still scheduled as they had advertised. That is always not available either.

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Handout #4 – COMPUTER ASSISTED GENEALOGY GROUP OF NORTHERN ILLINOIS (CAGG-NI) NEXT PROGRAM ON NOVEMBER 15, 2014 AT THE SCHAUMBURG TOWNSHIP DISTRICT LIBRARY

The next regular meeting of CAGGNI will take place on Saturday morning, November 15, 2014 at the Schaumburg Township District Library, Schaumburg, IL starting at 10:30 AM. The program scheduled for this day is **"Share, Show and Tell: CAGGNI's 2014 Holiday Social and Potluck"**. The speakers will be **CAGGNI's Presenters**.

Join CAGGNI members as they share their stories on various topics and in various media formats at our annual November meeting and social. Come and get inspired to develop your own stories!

Continuing our November tradition, we will also be hosting our annual Holiday Potluck. Members - bring a small holiday favorite to share - egg dishes and breakfast foods, as well as the holiday treats, are all good choices and much appreciated.

See you all there for our festive and fabulous Holiday 2014 event!

You may visit the organization web page at:

www.CAGGNI.org

Please note that it has happened once in a while that the society may change a program schedule without actively sharing that fact. Checking their web site may also not give you notice of such a change if they do not change the web site. That is still the first place to check. You may also want to contact someone at the society if a phone number is available to verify that a program is still scheduled as they had advertised. That is always not available either.

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Handout #5 – SCHAUMBURG TOWNSHIP DISTRICT LIBRARY NEXT GENEALOGY PROGRAM ON DECEMBER 9, 2014

We will have another “break-out” session for our gathering on December 9, 2014. Our previous attempts proved to be quite a good success. I would like us to build on those successes and afford those participants the opportunity to meet with those again or sample other groups.

After an initial introduction of new participants at the start of our normally scheduled meeting, we will establish our “breakout” groups at approximately 7:45 PM. We would have these breakout discussions from about 8:00 PM until about 9:30 PM. These groups would consist of about 7 to 8 participants. They would discuss some common topic of genealogy that interests them or from which they could learn even more to assist their research from sharing with others in the group and learning from others within the group.

The groups we previously tried seemed to work out quite well. I want to go with those same groups and am open to suggestions to attempt to add others or delete those that may not have a following.

I want to reconvene the following groups:

- Polish Researchers
- German Researchers
- Czech Researchers
- Irish Researchers
- Italian Researchers
- British Researchers
- Scandinavian Researchers
- Colonial Americans Researchers
- Sharing Your Printed Family Histories/How To

I also will have a Beginner’s Group that I will lead.

We will also have the computer in the room for anyone to access the internet.

I would also encourage participants to bring their personal laptop or netbook to these sessions and tap into the internet via our WiFi network. I saw many researchers doing this at our last breakout session and they found it very productive to access internet information while being in one of the groups if they wanted to show something to someone else at the table.

Please remember that the group’s composition is based on the numbers that will participate. If only one person is present to participate in the Polish group, then we cannot have a Polish group that evening. I cannot guarantee there will be enough participants to form a group. In that case I would always recommend participating in another ethnic group of interest if that is also in your research interests or join me at the Beginner’s Group.

The key to this effort is to be flexible in selecting a group to work with.

I look forward to our next "break-out" session on December 9, 2014.

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 – BILLIONGRAVES INTRODUCES 5 NEW FEATURES

The following was found at Dick Eastman's Blog at www.eogn.com dated October 7, 2014.



BillionGraves now claims to have the world's largest collection of GPS tagged headstones. Its competitor, Find-A-Grave, still has more headstones catalogued, but the majority of those do not have GPS locations. In a small cemetery, the GPS location of an individual headstone may not be important but in larger cemeteries it can be a critical piece of information for anyone seeking to visit the tombstone.

BillionGraves also has announced Map It, BillionGraves.com Ad Free, an enhanced Virtual Walk-through, new Record Notifications to be sent to you via email, and BillionGraves Priority Support. Details on these new features and more may be found at

<http://blog.billiongraves.com/2014/10/billiongraves-introduces-5-new-amazing-features/>.

Comments by Tony Kierna

Sometimes I wish announcements like the above could be timed to the seasons we experience in the Midwest. As I write this we are starting to enter the end stage of the Fall here in the Chicago area. With Autumn approaching its end, the enemy of further cemetery research is the massive amounts of leaves and other plant debris that finds its way to the ground covering up the flat headstones that are the memorials of our ancestors. It just makes it harder to make our discoveries in the Midwest throughout the year when fallen leaves and snow make onsite cemetery research impossible.

Too bad this announcement did not happen in April when a full amount of onsite cemetery research could begin occurring for the season.

Nonetheless, BillionGraves does seem to have its "mojo" together. Its name and services are out there in the public space more over the last few years than before. As the smartphone numbers of our society grows and grows it does make sense that the importance of BillionGraves grows with that trend. The core of what BillionGraves can do for researchers is based on using BillionGrave smartphone Apps. Those with smartphones can walk the grounds of cemeteries and take pictures of headstones that are correlated to a GPS location of that grave.

The gravestone picture and GPS information can be uploaded to BillionGraves where other volunteers can work on then transcribing the gravestone information into the BillionGraves online database for researchers to access and discover ancestors. The

GPS information is invaluable if you then want to actually go to the cemetery with your smartphone and BillionGraves App and GPS locator and be able to more easily to discover the location of an ancestor.

As Dick Eastman's article notes finding a grave in a 200 plot cemetery may not be an issue. But finding a grave in a 200,000 plot cemetery can be a daunting task. So anything that can help your research and your time is certainly beneficial.

The link above in the original Dick Eastman article will provide you with information on all of the new features. There are many nice videos from BillionGraves explaining what the new features are. It is worth a visit to the site and worth looking at the informative videos.

While BillionGraves is "free" to access and obtain information, it too offers "premium" services for a fee. So yes you will learn about "new and enhanced" features, but these features will cost you a subscription price. With a little bit of digging on my part at the Billion Graves Plus site, I see that subscribing to their "premium" products will cost you \$9.99 per year. This sounds pretty reasonable to get some nice features over and above the "free" part of the service. It is interesting that one of the features being offered for a "price" is that you will gain access to better support should you need to contact BillionGraves after you register with them.

It is also interesting that if you become a big time contributor volunteer with uploads and/or transcriptions you can qualify to receive a free month of the new Billion Graves Plus features. But we are talking a contribution level of 2,500 gravestone images in a month or transcribing 500 gravestones in a month. If you operate at that high level one Free month of the premium is just waiting for you.

I highly recommend checking out BillionGraves at the above link in the Dick Eastman article especially to see all of the interesting videos describing the new features. Learn about all there is with BillionGraves to allow you to consider making an informed decision about paying for "premium" services.

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Handout #7 – FINDAGRAVE ADDS NEW UPLOAD AND TRANSCRIBE BETA

The following was found in Dick Eastman's Online Blog at www.eogn.com dated October 17, 2014.



The folks at Find A Grave have just launched a new Upload and Transcribe beta at Find A Grave. With this new feature, you can upload a whole trip's worth of cemetery headstone photos and transcribe them in either new memorials, or attach the photos easily to existing memorials. The new software allows users to upload multiple photos at once, easily transcribe uploaded photos, get help, help others, and to provide feedback.

Details may be found in the Ancestry.com Blog at:

<http://blogs.ancestry.com/ancestry/2014/10/17/new-find-a-grave-upload-and-transcribe-beta-available>

Comments by Tony Kierna

If you are reading through my comments on these "handouts" you can see I happen to be on a "gravesite" roll. This handout speaks to the competitor side of BillionGraves which is FindAGrave. Competition sure makes things interesting between rival organizations. FindAGrave has also announced some new features to its service. See my comments to the BillionGraves article above about our seasonal conditions in the Midwest and why I wish an announcement of this kind would have been nice in April rather than in October!

Please also note that FindAGrave is now a member of the Ancestry.com business world.

Please also note that these new features are developing works in progress. You would need to access the "Beta" software to try out the features each time you want to take advantage of it during the beta stage. This alone can already put you down the road of "Oooops I forgot to access the beta before trying to upload/transcribe!".

If you click your way through some of the information via the above link in Dick Eastman's article, you will ultimately get to a FindAGrave FAQ where some more of the details are explained from FindAGrave. There really are a lot of rules associated with a lot of the components of FindAGrave features. Whether it is this "beta" upload/transcribe new feature or any other function of FindAGrave or BillionGraves I highly recommend locating the Frequently Asked Question (FAQ) part of the website. The FAQ could just be a few key questions with answers or it can be lengthy, cumbersome, complex and extremely detailed. If it is well-written, clear and informative then you are the winner.

The more functionality that is added to these sites, the more complex things seem to get. It is just the nature of the beast. So always stay on top of features within any site you connect with. Read through the new information. Try to experiment with a few items before you pin your hopes on a massive upload of 400 pictures in one fell swoop if you are trying the beta. Remember it is called a "beta" which is a trial. You may be the one making the discoveries on all the problems that still exist within the beta. So try betas in an informed, explorative manner with your eyes wide open!

Hopefully, in the long run we will all be winners as a result of the competitive nature between services like BillionGraves and FindAGrave. But sometimes declaring a winner involves going through some challenging times when new things are released and you are the one discovering things for the first time.

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Handout #8 – ROOTSMAGIC ADDS DIRECT TMG IMPORT

The following was found in Dick Eastman's Online Blog at www.eogn.com dated September 25, 2014.

The Master Genealogist (TMG) has long been a popular genealogy program for Windows. Unfortunately, on July 29th 2014, Wholly Genes Software announced that they would be discontinuing "The Master Genealogist". See my earlier article at <http://blog.eogn.com/2014/07/29/the-master-genealogist-to-be-discontinued> for details.)

TMG will not stop working without the company's support. However, no new features will ever be added and, in case of a technical difficulty, the company will no longer be able to offer support. Sooner or later, some new version of Windows probably will break the software in The Master Genealogist. The prudent TMG user should start planning now to migrate to another product. There is no need to rush into the migration but I would suggest having a plan NOW to migrate whenever the need does arise.



One option is to convert from TMG to RootsMagic, a popular and powerful competitor to TMG. While data can be transferred to RootsMagic via GEDCOM, TMG loses many details as it exports to GEDCOM including witnesses, roles, source templates, and more. However, a better capability has just been announced.

RootsMagic now has a direct TMG import. That is, RootsMagic can now import data directly from The Master Genealogist without requiring a GEDCOM transfer. The result should be fewer errors. The direct import not only imports basic genealogical information from TMG like names, events, notes, and media, but also imports witnesses (with roles), source templates, and sentence templates. In fact, RootsMagic has the most complete TMG import available anywhere.

The announcement from RootsMagic does caution, "Of course, due to different data models and template languages, no import can be 100% perfect. But we have prepared a guide to make the transition as smooth as possible."

RootsMagic is also offering TMG users the full version of RootsMagic at the upgrade price of only \$19.95.

Details may be found at <http://rootsmagic.com/tmg>.

Comments by Tony Kierna

While the sun sets for one company it can and does rise for another company. Recently, the Master Genealogist announced that it is exiting the business of

software development for that product. The Master Genealogist while not the most used lineage software in comparison to the entire market, nonetheless had its loyal followers. The Master Genealogist is a great lineage software product.

There will be no future added developments for this product. If you have it and use it will continue to work for you on your existing desktop/laptop. But like any other product that is not maintained with new developments, it will ultimately be superseded by other products that are developing and incorporating new features into their own lineage programs. Ultimately, you might find yourself getting a new desktop/laptop with a new operating system that will not support what you have. So while TMG may work for you now, your lineage program is cloudy at best for future functionality as machines and operating systems change.

And now we hear RootsMagic comes to the rescue. RootsMagic is one of the other lineage developers that exist in the market place. They see this as an opportunity to grow their business more by connecting to existing TMG users and offering them a safety net so to speak. The Dick Eastman article notes above that RootsMagic can accommodate the TMG file format. No GEDCOM import need be done between TMG and RootsMagic. Sounds like TMG users can just bring in their existing file into RootsMagic.

GEDCOM can work well but it can also provide you with some unexpected results when you import a GEDCOM file from one lineage program to another as in this case of TMG and RootsMagic. For the most part you can do this and suffer no consequences with how your data will look within the file structure of a new program. That is why RootsMagic cannot fully guarantee 100% if a GEDCOM is used into RootsMagic. They can minimize these unknown of GEDCOM by working to accommodate the file structure as input to RootMagic.

RootsMagic is offering this capability to TMG users for only \$19.95. That is a great price to know that you are now part of another family in which your TMG material will work within another structure of a lineage program. RootsMagic seems to be the lineage software company of late that is really on fire. As a Mac user I also saw that RootsMagic created a "bridge" product that allows Mac users to take advantage of RootsMagic when before there was no ability to do that. I have downloaded that bridge to my Mac and now I can also use RootsMagic on my Mac in addition to Reunion. RootsMagic will be developing a Mac version sometime in the near future.

So it seems like RootsMagic is really making itself known and is actively going out into the TMG world and the Mac world for new customer opportunities. If you have never used RootsMagic all of this to me sounds like a great opportunity to at least look at the company and the product and giving a free demo download a try of RootsMagic using your own GEDCOM data from your existing lineage product.

My hats off to RootsMagic for giving TMG users some hope during this bumpy period. Yes it can be money in the pockets of RootsMagic. However, the nice offering is sometimes worth the time to re-evaluate your own choice of lineage software. Check out RootsMagic at www.rootsmagic.com.

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Handout #9 – “MAKING CONNECTIONS IN 5 STEPS”

The following review and comments were created by me, Tony Kierna, based on my having read an article that was seen in the September/October 2014, Volume 19, Number 1 issue of Family Chronicle.

I thought that a good article in this issue is one titled “Making Connections in 5 Steps”. The author of the article is Carol Richey. Her main theme of the article is that we need to see a broader perspective when we do our genealogy. You don’t want to lose the big picture by only looking at the smallest grain of sand. According to the author “to tell a full story of our ancestors, we must examine their relationship to the larger society and culture in which they lived.” Another message from the author is that “we must search for meaning as well as memories.”

The author then provides us with 5 steps on how we can use historical inquiry to investigate the many connections our ancestors had to the world about them. Here are her 5 points:

- **Ask Questions** – in order to put all of the captured events of the life of an ancestor into some relationship to their world, you need to ask questions. On any document you may have discovered, ask the basic questions of who, what, when, why, and how. The author recommends a book titled **Nearby History: Exploring the Past Around You** by Kyvig and Myron Marty. This book includes an extensive list of questions to help guide you historically. For documents the book suggests some of the following questions to ask yourself:
 - Who created the document?
 - Were they directly involved with the event?
 - Was it hastily recorded or routinely recorded?
 - Was the document intended for personal use or for others to read?
- **Learn Some History** – the best way to learn history is to read history. Did your grandparents live through the Depression in the United States just after 1929? Maybe you do not have personal stories from them. However, you can read some books about what life was like during those Depression years for families in the U.S. Also think of local community colleges and even online history courses.
- **Search the Internet, and Then Search Beyond It** – sure, you are using the internet plenty to find online library catalogs and the like for further historical information. Believe it or not, there are more than just a few occasions where the full holdings of a library are not in their online catalog for whatever quirky reasons. There may be gold mines of information that can only be found offline. There is plenty online

but be aware there may even be more offline. For some good online material of historical context think of places like:

- o The Library of Congress at www.loc.gov/rr/genealogy
 - o Do a place name search at FamilySearch for local history at <http://familysearch.org/catalog-search>
 - o Genealogy Center at the Allen County Public Library at www.genealogycenter.org/Home.aspx
 - o The Newberry Library at www.newberry.org/genealogy-and-local-history
 - o Wisconsin Historical Society at www.wisconsinhistory.org
- **Verify Your Information** – it is best to remain skeptical on any discoveries of local history information until you can verify it with other sources. Did you discover a nice story about an ancestral family in a County History Book? Be careful, the families often donated book to have the book published with the story they supplied. Perhaps all of what is in their life story may be stretching the truth! Yes, to do a good job, you will have to verify your discoveries to be sure of the accuracy of the facts.
 - **Incorporate What You've Learned** – find a way to incorporate historical context into your family history. Consider national and worldwide events into your family history over and above the local history for the time of your ancestors. By including broader historical contexts you will create a more compelling family history to pass down to descendant generations. Think broader than just the names, dates and events that were specific to your ancestor. Incorporate what else was going on at the time of your ancestors both locally, nationally and worldly.

Think bigger as you research your ancestors. Don't just collect names and dates. Try to collect their actual lives they lived when they lived them.

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Handout #10 – “PRESERVATION PRACTICES FOR THE HOME ARCHIVIST”

The following review and comments were created by me, Tony Kierna, based on my having read an article that was seen in the September/October 2014, Volume 19, Number 1 issue of Family Chronicle.

I thought that another interesting article in this issue is one titled “Preservation Practices for the Home Archivist”. The author of the article is Kyla Ubbink. Kyla shares with the reader how to protect for future generations all of the documents, photographs and other heirlooms you may have in your possession from past generations.

Hopefully, if you are just starting your genealogy research, you may have already encountered some documents or other material that led you to begin your research request. If you are a seasoned researcher, then you may actually find yourself overwhelmed by just how much you have in your possession from and about previous generations!

The goal is to make sure that what you have now and what you will discover over time will stay in as best of shape as possible so that it can be passed on to future generations.

The author describes that there are several agents of deterioration that can impact artifacts in your possession:

- **Direct Physical Force** such as mechanical damage like tears, creases, breaks and losses caused by handling
- **Damaging pollutants** from the atmosphere as well as skin contact from us to the materials. This form of destruction leads to chemical deterioration of the artifact and document at a molecular level causing brittleness, discoloration and eventual crumbling.
- **Pest and mold infestations**
- Flooding or fire

The author then provides insights into how to go about protecting our precious materials. **Safeguarding items is best accomplished through the following:**

- Purchase and **use acid-free boxes and folders** for your document materials.
- Choose a place in the home where **temperature and humidity are steady for storage**. **Do not store your artifacts or documents in attics or basements, even if you are putting the materials into archival storage containers.** **Indoor closets are good places.** Attics allow extreme temperatures; basements allow higher levels of humidity and may also be prone to water incursion and damage to your materials. If you still choose a basement for storage, make sure archive boxes are elevated at least 12 inches above the floor. Also consider dehumidifiers for the basement if material is stored.

- When handling your artifacts or documents wear gloves to prevent transfer of oils from your hands to the material. Consider making copies of materials that can be copied and use the copied materials to use when needing to show or handle. Consider digital copies of materials that can be easily shared with relatives via e-mail and websites. If scanning to digitize, consider creating files in .tiff format which is the highest quality available.
- If the worst happens and your materials are affected by flood or fire or pests, seek out the advice of a conservator. Freezing is one method of preventing mold in water damaged materials. It is best to not try this on your own. Seek help from a professional conservator.

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