

Preparing for a Library/Archive Visit Before You Go

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YouTube: Mess on the Desk-- Genealogy--
Organize Your Past, Present, and Prepare for
the Future



Get ready before you go.

Prepare for a research trip

- Find the Genealogical and/or Historical Societies, libraries, and archives online to see what's in their collections.
- Check what has been done by volunteers and prioritize what's on their site.
- Don't forget local court houses, too.

Set up Notebooks

- Order maps from local county transportation departments.

<http://www.dot.state.oh.us/districts/D01/PlanningPrograms/references/Pages/CountyEngineers.aspx>

- Use Page protectors to house odds and ends.
- Set up notebooks with dividers by county or by archive.

Use these notebooks to track what you researched, where you were, what you found in each source, what you copied, and citation information.

What to cite:

[https://familysearch.org/learn/wiki/en/Cite_Your_Sources_\(Source_Footnotes\)](https://familysearch.org/learn/wiki/en/Cite_Your_Sources_(Source_Footnotes))

Most common things to cite:

Author, Title, Repository, Date, Pages

What's in your local library?

- Prepare printouts or records of the collection- highlighting the "must see" resources. *Helps with citations
- Mark what you want to target to make the most of your time.
- Look at google books for out-of-print books that you can read ahead... county histories, centennial books.
- Try an e-reader for google books.

GOAL: don't spend time at the archive doing what you could do at home or in your local library.

What to ask

- Some archives have no rules, some have extreme rules, and some are a mixture of the two.
- Call ahead and call again.
- Check on hours they are open. Do not trust their web site.
- Ask if someone will be there to help you--ratio of staff to visitors.
- Find out about restrictions: computer, scanner, camera, paper only, phone, food, drink.
- Does the archive have to retrieve everything? White glove type of place?
- How can you take information with you? Can you copy? Do they have to copy? Do the microfilm machines have printers? Can you take photos or scan on your smart phone?
- Do you need a copy card, check, cash?
- Where do you park? Elevators? Handicapped parking?

What to know

- Are there special benefits for being a member?
 - DON'T MISS surname files.
 - DON'T MISS first family files.
- What are the wi-fi rules?
- Do they take donations?
- Do they have "special collections" or "off-site" files, records, or microfilm?

What to bring

- Bring change for a "locker", snacks, and copy machines.
- Bring ancestor report, surname list or tablet with tree loaded.
- Come to the archive with a *top three list* of questions in your research that you want to have answered.
- Bring your printouts from your local library.
- Bring your research log(s) with a question prepared for each.

What to do while you are there

- Ask for a quick tour.
- Ask if anyone is there who knows the collection.
- Look through the stacks if permitted.
- Citations! And copy cover and/or title page of books each time you find something within the book.

Archives

REMEMBER: Boundaries Change- so records might be in an unexpected place.

Don't forget

- Libraries– some library cards will allow you to access databases and collections from home
- Genealogical Societies—newsletters, one-of-a-kind items, special collections and donations, indices
- Universities—not just records, but photo archives and yearbooks
- LDS Family History Centers

Hierarchy of Archives

National Archives

National Archives- Washington, DC <http://www.archives.gov/>

DAR- Daughters of the American Revolution <http://www.dar.org/archives>

Newberry Library- Chicago <https://www.newberry.org/>

Multi-state archives

Mid-west Genealogical Center- Independence, MO

<http://www.mymcpl.org/genealogy>

Allen County Public Library- Ft Wayne, IN

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

Home of **PERSI**--

<http://search.findmypast.com/search/periodical-source-index>

Ohio State archives

Ohio History Center- Columbus

<https://www.ohiohistory.org/visit/ohio-history-center>

Ohio Genealogical Society- Bellville, Ohio <https://www.ogs.org/>

State of Ohio Library Collection partly housed at Columbus Metropolitan Library <http://www.columbuslibrary.org/research/local-history-genealogy>

Ohio Regional archives

Bowling Green State University (Bowling Green)

Ohio University (Athens)

Wright State University (Dayton)

University of Cincinnati (Cincinnati)

Western Reserve Historical Society (Cleveland)

University of Akron (Akron)

Youngstown Historical Center (Youngstown)

For a map of regional Ohio archives, download these from Google Drive:

https://drive.google.com/open?id=1EfoDHDLE3XisP2_Ixe-X9TOMVZo0ANGU

County archives

Montgomery County, Ohio (Dayton) houses the Miami Valley Collection

<http://www.daytonmetrolibrary.org/locations/history>

Hamilton County, Ohio

Daguerreotype– Cincinnati Panorama of 1848

<http://1848.cincinnati.library.org/>

Riverboat Collection

<http://www.cincinnati.library.org/main/genlocal.html>

Organization

- Paper organization
- Digital organization
- Research logs
- OneNote/Evernote
- Photo organization
- Backup solutions

Backup Solutions

Digital

External hard drive, flash drives

Online backup

Upload your tree to Ancestry

Redundancy of storage

Buddy system

Cloud solutions

Plan for the future of your information

Who has your passwords and account information?

Who will care for your archive of papers and photos?

Donate

Donate to your local archive.

Donate to the area where your family settled.

Donate to Allen County Public Library, Indiana.