



UNDERSTANDING RESEARCH FACILITIES: GENEALOGY RESEARCH ANYWHERE

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How Libraries, Archives and other research facilities work, store, organize and make resources available, giving you power to do genealogical research anywhere. Even explains Dewey Decimal and Library of Congress classification.

RESEARCH FACILITIES

- Three primary kinds of research facilities
 - Libraries
 - Collection of books
 - Other resources
 - Records Offices
 - Collection of records
 - Usually current or recent
 - Archives
 - Collection of records
 - Usually of an older more historic nature
- Two primary types of Facilities
 - Private
 - Part of an institution or organization
 - Funded by operation fees and donations
 - Fee or membership may be required
 - Public
 - Part of a government entity
 - Usually paid by tax payer funding
 - Generally open to the public at little or no cost
 - Rare Combination
 - Private collection in a Public facility
- Levels of jurisdiction
 - Local
 - City or County
 - Township or Borough
 - State
 - National or Federal



RECORDS ORGANIZATION

- Systems of material organization
 - Records purpose
 - Intent
 - Research friendly
 - Searchable
 - Key Variables
 - Type of records
 - Type of facility
- Library system
 - Library classification systems
 - Dewey Decimal
 - Elementary schools
 - Public libraries
 - Library of Congress
 - Academic institutions
 - Research or resource libraries
 - Dewey Decimal
 - Begins with a number
 - Genealogy = 920
 - American History = 973
 - Library of Congress
 - Begins with a letter
 - E = United States History
 - F = Regional / Local History
- Records office
 - Purpose / Intent of record
 - Records still current
 - Not research friendly
 - A perceived loosely formal system
 - A system none-the-less
 - Basically common sense organization
 - Organized by record type or court type
 - Possibly by Department type
 - Usually in chronological order
 - Indexing possible
- Archives
 - Possibly more formal system
 - Somewhat two systems concurrently
 - Organized by Jurisdiction
 - Organized by record type or court type
 - Basically common sense organization
 - Extension of local city / county record keeping
 - State and Federal records organization
 - Generally by record type



A SUMMARY OF THE DEWEY DECIMAL CLASSIFICATION (DDC 22)

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000	Computer science, knowledge & systems		
010	Bibliographies	500	Sciences (Pure sciences)
020	Library & information sciences	510	Mathematics
030	Encyclopedias & books of facts	520	Astronomy
040	[Unassigned]	530	Physics
050	Magazines, journals & serials	540	Chemistry
060	Associations, organizations & museums	550	Earth sciences & geology
070	News media, journalism & publishing	560	Fossils & prehistoric life (Paleontology)
080	Quotations	570	Life sciences; biology
090	Manuscripts & rare books	580	Plants (Botany)
		590	Animals (Zoology)
100	Philosophy	600	Technology (Applied sciences)
110	Metaphysics	610	Medical & health
120	Knowledge, cause, purpose, man	620	Engineering
130	Popular & parapsychology, occultism	630	Agriculture
140	Philosophical schools of thought	640	Home & family management
150	Psychology	650	Management & public relations
160	Logic	660	Chemical engineering
170	Ethics (Moral philosophy)	670	Manufactures
180	Ancient, medieval & eastern philosophy	680	Manufactures for specific uses
190	Modern western philosophy	690	Building and construction
200	Religion	700	The arts
210	Philosophy & theory of religion	710	Landscaping & area planning
220	Bible	720	Architecture
230	Christianity & Christian theology	730	Sculpture, ceramics & metalwork
240	Christian practice & observance	740	Drawing & decorative arts
250	Christian pastoral pract. & religious orders	750	Painting
260	Christian org., social work & worship	760	Graphic arts (Prints)
270	History Christianity	770	Photography and computer art
280	Christian denominations & sects	780	Music
290	Other religions & comparative	790	Sports, games & entertainment
300	Social sci., sociology & anthropology	800	Literature, rhetoric & criticism
310	Statistics	810	American literature in English
320	Political science	820	English & Old English literatures
330	Economics	830	German & related literatures
340	Law	840	French & related literatures
350	Public administration & military science	850	Italian, Romanian & related literatures
360	Social problems & social services	860	Spanish & Portuguese literatures
370	Education	870	Latin & Italic literatures
380	Commerce, communications & transport.	880	Classical & modern Greek literatures
390	Customs, etiquette & folklore	890	Other literatures
400	Language	900	History, geography & travel
410	Linguistics	910	Geography & travel
420	English & Old English	B	Individual biography
430	German & related languages	920	Collected biography & genealogy
440	French & related languages	930	History of ancient world (to ca. 499)
450	Italian, Romanian & related languages	940	History of Europe
460	Spanish & Portuguese languages	950	History of Asia
470	Latin & Italic languages	960	History of Africa
480	Classical & modern Greek languages	970	History of North America
490	Other languages	980	History of South America

More Detailed Outline of the Dewey Decimal System at the following Website:
<https://www.oclc.org/dewey/features/summaries.en.html>

LIBRARY OF CONGRESS CLASSIFICATION OUTLINE

A -- GENERAL WORKS	L -- EDUCATION
B -- PHILOSOPHY. PSYCHOLOGY. RELIGION	M -- MUSIC AND BOOKS ON MUSIC
C -- AUXILIARY SCIENCES OF HISTORY	N -- FINE ARTS
D -- HISTORY: GENERAL AND OLD WORLD	P -- LANGUAGE AND LITERATURE
E -- HISTORY: AMERICA	Q -- SCIENCE
F -- HISTORY: AMERICA	R -- MEDICINE
G -- GEOGRAPHY. ANTHROPOLOGY. RECREATION	S -- AGRICULTURE
H -- SOCIAL SCIENCES	T -- TECHNOLOGY
J -- POLITICAL SCIENCE	U -- MILITARY SCIENCE
K -- LAW	V -- NAVAL SCIENCE
	Z -- LIBRARY SCIENCE

More Detailed Outline of the Library of Congress Classification System:
<http://www.loc.gov/catdir/cpso/lcco>

ETIQUETTE

- Etiquette
 - Rules and expectations
 - For the good of the many
 - Protect and preserve resources
 - Provide safe research environment
 - Varying based on type of facility
 - Items allowed in facility
 - Behavior
- Personal belongings
 - No pens or markers
 - No backpacks
 - No food or drink
 - No cameras
 - Photo-sensitivity
 - Pencil and paper only
 - No notes or other materials
 - Laptops becoming more acceptable
- Behavior
 - Respectable of people and materials
 - Quiet is optional



LIBRARIES

- Libraries
 - Have existed since ancient times
 - Collection of books
 - Or collection of other resources
 - Term used in variable contexts
 - Unique collection types
 - Not to be confused with
 - Archives
 - Museum
 - Sometimes exist together
- Jurisdiction Level
 - Local, State and National
 - Private
 - General Libraries
 - Specialty Libraries
 - Public
 - General Libraries
 - Special Notable Genealogy Collections
 - Local Resources Collections

RECORDS OFFICE

- Records Offices
 - Collection of records
 - Usually current or recent
- Local
 - Private
 - Business, Institution, Organization
 - Public
 - City, Township, Borough
 - Clerk or City Courthouse
 - Offices or Departments
 - County
 - Courthouse
 - Offices or Departments
- State
 - Private
 - Business, Institution, Organization
 - Public
 - State Clerks Offices or Courthouse
 - State Offices, Departments or Divisions
 - Governor's Office
 - Attorney General's Office
 - Department of Health
 - Motor Vehicle Division
 - Prisons
 - Game and Fish

- National
 - Private
 - Business, Institution, Organization
 - Public
 - Government Records Offices
 - Government Accounting Office
 - Government Documents Collection
 - Government Departments or Bureaus
 - Social Security Administration
 - Immigration and Customs Enforcement
 - Bureau of Consular Affairs (Passports)

ARCHIVES

- Archives
 - Collection of records and documents
 - Usually of an older more historic nature
- Local
 - Private
 - Business, Institution, Organization
 - Public
 - City, Township, Borough
 - County
- State
 - Private
 - Public
- National or Federal
 - Private
 - Public
 - National Archives
 - Including District Branch Archives
 - Presidential Libraries

ONLINE RESOURCES

- Notable Library Resources
 - WorldCat
 - National Union Catalog of Manuscript Collections (NUCMC)
- Digital Collections
 - Internet Archives
 - Digital Public Library of America
- Other General Online Resources
 - Google
 - Google – Books
 - Youtube
- Genealogy Websites

FACILITY RESEARCH PREPAREDNESS

- Going to the research Facility
 - Be prepared
 - Have a plan
 - Check facility website
 - Begin research from home
 - Hours of operation
 - Do you need to schedule an appointment?
 - Upcoming events
 - Classes or functions
 - Hinder or Aid in your research trip
 - Check the catalog
 - Find your desired resources
 - Maximize your in person visit

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- *Red Book: American State, County & Town Sources*, 3rd Edition, Alice Eichholz editor, 2004
- *The Researcher's Guide to American Genealogy*, 3rd Edition, by Val D. Greenwood, Genealogical Publishing Company, 2001
- *The Source*, 3rd Edition, edited by Loretto Dennis Szucs & Sandra Hargreaves Luebking, Ancestry Publishing, 2006
- *The National Archives of the United States*, by Herman J. Viola & David McCullough, Abrams Publishing, 1984
- *Guide to Genealogical Research in the National Archives*, 3rd Edition, by U.S. National Archives, National Archives Trust Fund Board, 2000
- *America's Best Genealogy Resource Centers*, by William Dollarhide and Ronald A. Bremer, Heritage Quest, 1998

INTERNET

USGenWeb -- <http://www.usgenweb.com> is a site of links to information and networking, organized by the states and counties in the United States. This is where you can find information as to what records are available by state or county, who to contact, what organizations exist, history and sometimes records for states, counties and possibly cities.

Cyndi's List -- <http://www.cyndislist.com> A website that attempts to organize and categorize all genealogy websites by subject, etc. So for example, when you go to her main page scroll down to "Software & Computers" and click to pull up a list of links on genealogy software and other computer related web sites of primary interest to genealogists. Here you can also find extensive links to Italian or Irish genealogy web sites, or learn about Adoption services and records, etc.

Family Search -- <http://www.familysearch.org> is one of the greatest genealogy web sites as it is the famous Mormon Church's extensive database of over 1 billion indexed records, with births or marriages, from the 1500s to the 1920s. A great place to start doing research. Includes various databases, research tips, resources, downloaded genealogies, etc., as well as online catalog of the Family History Library in Salt Lake, and a wiki of how to and records and facilities.

Rootsweb -- <http://www.rootsweb.com> is another fantastic web site which not only offers general genealogy information, research tips, etc., but also has some databases to search and links to many other specific subject web sites. There are several databases including the downloaded genealogy databases; plus links to mailing lists and message boards and how to connect or access archives of previous postings; also links to many genealogy websites that are hosted for free by Rootsweb.

Works Progress Administration (WPA) Historical Records Survey, compiled by Bryan L. Mulcahy, Reference Library for the Fort Myers-Lee County Library, 2011 -- http://www.rootsweb.ancestry.com/~flmgs/articles/Works_Projects_AdministrationMarch2011_BM.pdf Outline of the kind of surveys and inventories of records conducted by the WPA, organized State-by-State.

Internet Archive – <https://www.archive.org> Internet Archive is a non-profit digital library offering free universal access to books, movies & music, as well as 445 billion archived web pages. A San Francisco-based nonprofit digital library with the stated mission of "universal access to all knowledge". Great wealth of records, resources and historic published books.

Digital Public Library of America -- <http://dp.la> brings together the riches of America's libraries, archives, and museums, and makes them freely available to the world.

United States National Archives -- <http://www.archives.gov> home page for the National Archives and Records Administration of the United States Government. Click on the link to the pages for Genealogists/Family Historians. Provides a wealth of information for Genealogists on types of records, availability, databases, lessons, links, etc.

WorldCat – <http://www.worldcat.org> world's largest network of library content and services. WorldCat libraries are dedicated to providing access to their resources on the Web, where most people start their search for information. Find what you want in a library near you with.

National Union Catalog of Manuscript Collections (NUCMC) -- <http://www.loc.gov/coll/nucmc> national-level program based at the Library of Congress that seeks to promote free access to the documentary heritage of the United States. It does this by providing cataloging for archives and historical societies around the country that do not have access to national online databases. Begun in 1959 and published bound volumes of cataloging records until 1993. As of 1986, the cataloging records were input into RLIN, the Research Libraries Information Network, an international online database. As of September 2007, all cataloging records in RLIN have been migrated into the OCLC database (WorldCat). All cataloging has since been directly input into OCLC. It is not related to the NUC Pre-1956 volumes.

Library of Congress – <https://www.loc.gov> The Library of Congress is the research library that officially serves the United States Congress, but which is the *de facto* national library of the United States. The oldest federal cultural institution in the U.S. The Library is housed in three buildings on Capitol Hill in Washington, D.C., and also maintains the Packard Campus, Culpeper, Virginia, housing the National Audio-Visual Conservation Center. It is the second largest library by collection size, with the largest being the British Library. The Library's "collections are universal, not limited by subject, format, or national boundary, and include research materials from all parts of the world and in more than 450 languages. Two-thirds of the books it acquires each year are in languages other than English."