

LIBS 6822

GENEALOGY FOR LIBRARIANS

Summer Session II 2022

East Carolina University
Master of Library Science Program
Department of Interdisciplinary Professions
College of Education

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LIBS 6822 Genealogy for Librarians (3) Examine the roles of libraries and librarians as they relate to genealogical collections and services, including a review of genealogical resources in other libraries, archives, and institutions. Emphasis will be placed on the materials and methods of genealogical research as well management of genealogy and family history collections.

Objective: To prepare students for employment in libraries offering genealogical materials and services.

Students completing the course will:

- Know and understand the place of genealogy in a library
- Understand the role and value of the relationship between libraries and professional associations with genealogical interests
- Be able to develop a collection of pertinent genealogical materials to answer users' queries concerning family research
- Know and apply the materials of genealogical research
- Be able to deal successfully with the problems and considerations peculiar to genealogical materials and research
- Be able to refer users to other institutions and repositories containing genealogical and historical materials of interest

Since this is an elective course in the MLS program, you do not have to post anything to TaskStream.

Text and Resources (all online sources): I have checked these URLs and they were working at the time. If any don't work for you, please forgive me. There will still be many good choices that you will find useful.

Cyndi's List of Genealogy Sites on the Internet <http://www.cyndislist.com/>

The USGenWeb Project, <http://www.usgenweb.org/>: volunteer-based resources, organized by state

U.S. National Archives, <http://www.archives.gov/>: Starting genealogy and Family History Research

Heritage Quest, genealogy books, census records, and periodicals online
http://media.lib.ecu.edu/erdb/erdb_description.cfm?id=373

RootsWeb Genealogical Data Cooperative, <http://www.rootsweb.com>

RootsWeb's Guide to Tracing Family Trees, <http://rwguide.rootsweb.ancestry.com/>, oldest free community genealogy site, many will find that their ancestry has already been traced by someone else in their family, extensive database of collected genealogies organized by subject, ethnic group, and source type

North Carolina State Archives, *Genealogical Research in the North Carolina State Archives*, North Carolina family records online,
<http://statelibrary.ncdcr.gov/dimp/digital/ncfamilyrecords/index.html>

Newberry Library, *North Carolina Genealogy*,
<http://www.newberry.org/general/generalinfo.html> : resources of the Newberry Library, a research library in Chicago

Other useful online sites:

Ancestry, <http://www.ancestry.com> : digital images and databases; individual and library subscriptions

LDS Family History Library, <http://www.familysearch.org> : resources of the LDS Family History Library, click on "library" followed by "Library Catalog." Also click on "See prototype for searching millions of records":

<http://pilot.familysearch.org/recordsearch/start.html#start>

Software: programs to help you organize information and research results

Brother's Keeper, <http://www.bkwin.org/>

Family Tree Maker, <http://www.genealogy.com/>

Roots Magic, <http://www.rootsmagic.com/>

Legacy, <http://www.legacyfamilytree.com/>

Personal Ancestral File, <http://www.familysearch.org/eng/paf/>

Assignments:

Pick a state and a county within that state which has a special interest for you. Imagine that you are going to manage a genealogy and local history department in a public library or a stand-alone special collection for a selected county in your state of interest. If you are already employed in a position such as this, you can relate this exercise to your real position, or you are free to choose the state and county of your choice. All assignments will be based on your choice.

Go to **Cyndi's List**. Go to U.S. states and counties. Click on the appropriate state and county within that state. Explore genealogical library sites.

Assignment 1: Write a Policy Manual (what services will be provided, when, and to whom) to outline your library's response to the questions above. Answer each question on a separate page so that it will be easy to update the manual. Always date your policy statements so that you know when they were last written and/or revised. The manual will include 10 policies covering the points (A-J) below. (3 per policy x 10 = 30 points).

Choose the best example of a Website for a genealogical collection: the one you would most like to emulate in your library situation. See if and how the Website answers the following questions? You can use the selected Website to help you develop some management documents to manage your real or imaginary collection.

- I. Developing Policies for Managing a Genealogical Collection
 - A. Mission and vision statements: What is the purpose of the collection today?
What will be its purpose in the future?
 - B. Acquisitions: What types of materials will you purchase for the collection?
Books? Periodicals? Microforms? Maps? Family genealogies?
Will you maintain vertical files of family and local history information?
What materials will you not purchase?
Will you welcome donations to the collection? What types of materials and under what circumstances?
 - C. Circulation: What materials will circulate? What materials will not?

D. Interlibrary Loan: Will you borrow materials from other libraries that your library does not own? Will you lend your materials to other libraries?

E. Reference: What reference services will you offer?

Will you answer questions via U.S. mail, e-mail, Web site, telephone, or just in person?

Will you charge for answering questions? Will you charge for photocopies of materials requested by patrons?

Will you provide handouts and guides to genealogists, both beginners and advanced researchers?

Will you provide genealogical data forms? Where will you get them?

F. Referral Services: Will you refer patrons to other organizations with genealogical sources for use by the general public? Local organizations? National organizations?

G. Equipment: What equipment will you provide for users of the collection:

Photocopiers?

Microfilm/microfiche reader/printers? Photographic services?

H. Security: Will users be required to sign in?

Will you have closed or open stacks or a combination of the two?

What other measures will you impose to protect rare and/or valuable materials?

I. Professional Genealogists: Will you refer patrons to professional genealogists in your area who do research for a fee?

J. Genealogical Software:

What genealogical software programs are available?

Which ones would you like to have available to the patrons of your genealogical collection?

Assignment 2: Compile a LibGuide (bibliography) of at least five genealogical sources pertaining to one county in the state of your choice (20 points). You may

include sources pertaining to surrounding counties as well as sources dealing with the state in general. Sources may be online or print. Include the following:

- A. Books (histories, abstracts or transcriptions of original records, biographies, geographical sources, gazetteers, etc.). Be sure to categorize your sources by type of records: birth, death, marriage, cemetery, census, Bible, military, etc.
- B. Periodicals (choose at least three, including, if possible, at least one county genealogical society publication and one state genealogical society publication, if available)
- C. Microforms (microfilm and microfiche)
- D. Maps

Assignment 3: Write a family history narrative (40 points). See example in your Canvas materials for this class.

For every individual in your genealogy you must have the following information and documentation for where you found it. Supply the information that is appropriate for a particular individual.

Name:

Name of parents, including mother's maiden name:

Date of Birth: Place: City, county, state

Date of Marriage: Place: City, county, state

Date of Death: Place: City, county, state

Date of Burial: Place: City, county, state

You may also include interesting anecdotes or stories associated with each individual. Make sure to make a distinction between fact and fiction. ☺

General Guidelines

Begin with yourself: list what you already know and document it for the benefit of researchers who come after you and want to retrace your steps. If you are married, include information on your spouse and his/her parents (including women's maiden names).

If you have children or grandchildren, include their information along with the information on their parents.

Work your way back to your parents. Include the same information as above for them also.

At this point, you need to decide which genealogical line you want to trace: your father's (paternal) or your mother's (maternal).

See sample genealogical narrative for my family in your Canvas documents.

Evaluative Criteria:

Management documents	30%
LibGuide	20%
Family Narrative	40%
Exam (multiple choice, fill in the blanks)	10%

Students' work will be graded on the following scale:

A = 93-100 points: Superior performance. Student meets and exceeds course requirements and demonstrates the ability to integrate concepts covered in class sessions and readings. Student demonstrates ability to think logically and critically about management issues and to analyze problems and formulate creative solutions. Student communicates ideas clearly.

B = 85-92 points: Good performance. Student meets course requirements and demonstrates an understanding of concepts covered in class sessions and readings. Student is able to apply concepts to problem solving and decision making.

C = 84-78 points: Weak, but acceptable performance.

F = 78 or below points: Poor performance. No credit will be granted.

I = Incomplete. Indicates inability, for reasons beyond the student's control, to complete course requirements by the end of the term in which the course was offered. A grade of incomplete will be conferred only in consultation with the instructor.

W = Withdrawal from course within the time period specified by the university.

Exam (10 points): Take after you have turned first three assignments.

Potential exam questions will be based on your knowledge of the following. You will be able to use your notes to take the open-book exam so some prior research on your part will make the exam easier and you will make a better grade.

Be able to define each of these terms in one or two sentences at most:

Administrator records

Adoption

Births

Deaths
Deeds
Deed maps
Delayed birth certificate
Estates
Executor records
Guardian's accounts
Intestate
Marriage and age of consent
Minor child
Wills
Tax districts map
Testate

Be familiar with one local genealogical association, one state genealogical association, and one national genealogical association.

Class Schedule with Due Dates for Assignments

Assignments due by 12:00 Noon.

Let me know if you need more time and what the problem is.

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June 23	Classes begin
June 27	Introductions (mention the name of the primary family you will be researching)
June 30	Policy Manual (30 points)
July 4	Holiday
July 7	LibGuide (20 points)
July 14	Final Exam (10 points)
July 15-20	Drafts of Family Narratives will be reviewed and suggestions for improvement given. Drafts received after July 20 will be graded without benefit of suggestions.
July 21	Family Narrative (40 points) due for final grading. Since this course is an elective, you do not have to post it or a reflection to TaskStream.
July 28	Classes end.
August 1	Grades are posted by noon.