



Livingston Parish  
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# Genealogy 101: An Introduction



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Sources for this packet:

- *Genealogy 101: Eight Steps to Finding Your Ancestors*, by Laura Carter, Athens-Clarke County library, Athens GA.
- *Unpuzzling Your Past: a Basic Guide to Genealogy*, by Emily Anne Croom (Betterway Publishing, 1995).
- *The Organized Family Historian: How to File, Manage, and Protect your Genealogical Research and Heirlooms*, Ann Carter Fleming (Rutledge Hill Press, 2004).
- *Ancestry.com*.
- *Nick Barratt's Guide to Your Ancestor's Lives*, Nick Barratt (Pen & Sword, 2010).

# I. Introduction

## A. What is Genealogy?

- **Genealogy** is the study of family history and descent.
- **Genealogies** are the recorded histories of the descent of a person or family from their ancestors and are also referred to as *family trees*, *lineages*, or *pedigrees*.
- The primary objective in genealogical research is to identify ancestors and their relationships, particularly for the direct bloodline. Later, we will discuss the information you want to find about each of your ancestors.

You will have to consult many sources to obtain this information, including:

- Family members
- Family documents and objects
  - family bibles
  - letters
  - diaries/journals
  - inscribed photographs
  - engraved jewelry
- Federal, state, and local records
  - U.S. Censuses
  - Social Security records
  - military records
  - birth certificates
  - death certificates
  - funeral records
  - cemetery records
  - newspaper obituaries
  - tax lists
  - voter registrations
  - court records
  - immigration rolls
- World Wide Web
  - Databases from sites like *FamilySearch.org* and *Ancestry.com*.
  - Websites with research guides and tips such as *Cyndislist.com*, Dick Eastman's Online Genealogy Newsletter, and other blogs and sites you find along the way.
  - Surname lists, forums, and personal websites – Use information found from these “amateur” sources merely as starting points; do not assume them to be facts.

## B. Genealogy is a discipline!

Searching for ancestors requires diligent research and adherence to method. Thus:

1. Be thorough:
  - a. Record as much information as you can and document **all** sources properly.
  - b. It is equally important to document when sources yield **no** information.
2. Be scientific:
  - a. Never take a fact at face value. Sources can contain mistakes, even official documents like birth certificates.
  - b. Always look for supporting documentation, both official (such as a vital record) and unofficial (such as a diary), to confirm or refute new information.
  - c. Evaluate your information regularly and frequently to ensure that you have not made assumptions without proof, or that you have not misinterpreted something someone has said or written.
3. Be systematic:
  - a. Keep your research organized from the very start.
  - b. In order to stay focused and maximize your time and efficiency, plan your search before you go to look at a public record.

### C. Develop a Filing System

There are many sources, both print and online, that offer tips and strategies for systemizing. You may prefer hard copies in binders, or you may prefer to keep all your information in digital form (in a software program). There is no right or wrong way to organize: choose what works for you.

1. **Paper** -- If you like to work with paper records rather than digital ones, there are three basic ways to file material. You can pick just one or use a combination to meet your needs (again, the choice is dictated by what works for you):
  - a. Surname: file records based on surname, then subdivide by couples or family units.
  - b. Location: for instance, file records by state, then subdivide by county, further divide by city or township if needed.
  - c. Document type: file records according to type, such as birth records, marriage records, death records, etc.

Some researchers like to use file folders and filing cabinets, while others prefer loose-leaf notebooks. As your research grows, so will the storage and the room needed for it.

2. **Digital** -- If you prefer to organize and store using a genealogical software program, you'll need to research to find the one that meets your needs. Most software programs offer free trials. I encourage you to try a few and evaluate them. Questions to keep in mind:
  - How many individuals does the program allow per database?
  - Does the program allow you to enter multiple parents per individual?
  - Will it convert date formats?

- Are date and Soundex calculators included? (*Soundex is a coded index based on the way a surname sounds, which groups similar names regardless of spelling.*)
  - Does the program accept multimedia sources such as photos, video, sound?
  - Does it produce good reports and charts?
  - Will it properly cite sources?
  - Is there a place for notes about individuals and families?
  - Does the program help you create a website?
  - Can you use GEDCOM through the program? (*GEDCOM stands for Genealogical Data Communication; it is a file format that allows users to share genealogical data between genealogy database programs.*)
- \* **You can find a list of Genealogy software on Cyndi's List (cyndislist.com)**
- Go to **Cyndislist.com** click **Categories** on left-hand side. Click **Organizing Your Research** then click **Software & Computers**.

## D. Suggested Reading

You may find you want to acquire certain reference books to have at your disposal, such as a good dictionary, local and state maps, even histories of particular counties, states, or countries. Here are some other titles that you may want to add to your home collection, or be aware of for reference:

- *Evidence! Citation and Analysis for the Family Historian*, by Elizabeth Shown Mills (Genealogical publishing Company, 1997). Mills explains why you should document, outlines the differences in sources, and provides examples of citations.
- *Ancestry's Redbook: American State, County & Town Sources*, edited by Alice Eichholz (Ancestry Publishing, 1992). Contains information on records and holding for every county in the United States, as well as maps by renowned mapmaker William Dollarhyde. **(If you don't mind reading on the computer, you can read this book for free on ancestry.com – without a subscription!—go to ancestry.com, put your mouse over “Learning Center” on the top menu. When the drop down appears, choose “Family History Wiki,” then click “Red Book: American State, County, and Town Sources” to read the book.)**
- *The Source: A Guidebook of American Genealogy*, edited by Loretto Dennis Szucs and Sandra Hargreaves Luebking (Ancestry Inc., 1997). Contains valuable information in a wide array of genealogical resources – the ultimate source reference book for genealogists. **(If you don't mind reading on the computer, you can read this book for free on ancestry.com – without a subscription!—go to ancestry.com, put your mouse over “Learning Center” on the top menu. When the drop down appears, choose “Family History Wiki,” then click “The Source: A Guidebook to American Genealogy” to read the book.)**
- *Map Guide to the U.S. Federal Censuses, 1790-1920* by William Thorndale and William Dollarhyde. Counties and states didn't always look the way they do today, and they weren't always in the same location. That can be a big problem for genealogical researchers. If your ancestor lived in St. Helena Parish in 1810, but St. Helena is in a different area today, how can you find out where, geographically, he lived? The *Map Guide* overlays the county lines for each year of the Census from 1790-1920 to show the way the boundaries changed over time. Looking at the guide, you might discover that

your ancestor who lived in St. Helena Parish, was actually in the area we now call Livingston Parish (**This Website also provides the same information:** <http://publications.newberry.org/ahcbp/>).

**\* Remember: If there is a book you would like to use for research, but you do not want to buy it and the library does not own it, you can get items through Interlibrary Loan. Ask a library staff member for more information.**

### **E. As you get started, keep in mind:**

1. Spellings haven't always been standardized, and this includes family names. Many of our ancestors anglicized their names upon arrival in this country, or changed them completely.
2. Learning about your family history also entails learning about the places your family lived. Names and boundary lines of counties, states, and countries often change throughout history.
3. When you find older documents, you will have to decipher old styles of handwriting. Older styles of handwriting often formed letters differently, and this can make old writings almost incomprehensible to our eyes. There are many resources, both in print and online, that can help you understand old handwriting better.
4. Calendars: The Julian calendar (the Old Style or O.S.) was introduced in Rome in 46 BC and used by European countries until 1582 when Pope Gregory XIII revised it with major changes, creating the Gregorian calendar (the New Style or N.S.). But not all countries adopted it at the same time; Great Britain didn't adopt it till the 1750s. The difference in calendars can explain what appears to be a discrepancy or inaccuracy in early records.
5. Genealogy isn't just about creating a list of names and dates. In his book *Guide to Your Ancestor's Lives*, Nick Barratt calls the family tree "the skeletal frame on which to hang the historical context of your background." While filling out your family tree is an essential part of discovering the history of your ancestors, writing down names and dates is hardly the final aim of a genealogical project. I encourage anyone delving into his or her family history to make an effort to find out details that create a more complete story of the life of each ancestor. Where did he live? What was the community like? What was his job? Can you find histories of others living in the same area with a similar occupation or economic background? What did he like? What did he own? The more research you do using the resources listed later in this section, and other historical resources, the more you will know about the life your ancestor lived, which is truly the greatest reward of genealogical research.

## **II. How to Start**

Start with yourself and work backwards: that means, start with the known (for which you have the most information possible) and work backwards to the unknown. No matter how much you want to, you just cannot jump into the eighteenth century and look up your great-great-great-great-great grandmother!

**A.** Your first goal is to fill in as much information as possible on all the people you'll list on your first **ancestral chart** (charts 1 & 2). For each person on the chart, you want:

- Full name (including maiden name for women).
- Dates (as complete as you can manage) for the vital events: birth, marriage, and death.
- Locations for the vital events –this step is essential, because it indicates where the vital records can be found.

◆ Note in the upper-left-hand corner of the ancestral chart: “**No. 1 on this chart is the same person as no. \_\_\_\_\_ on chart no. \_\_\_\_\_.**” You will be person # 1 on chart # 1. But your mother's grandfather will be person # 1 on a later chart. The numbering helps you flip back and forth through these charts quickly.

**\*Note: This is just one example of a family tree. There are many different types online that you can choose and print for free.**

**B.** To put flesh on the skeleton of your family tree, you want to complete a **family group record** for each couple listed on your charts (charts 3 & 4). You will duplicate some information on this chart, but you will also add much that cannot fit on the ancestral chart.

**C.** Once you've filled in the first chart (with yourself as number 1), decide which branch of the family you want to research and go from there. For instance, you might choose to research your mother's mother's line, excluding your mother's father's line and your father's line. Limiting your search in this way helps you learn the basics without overwhelming you with information. Once you're comfortable with research methods, you can research multiple lines at once.

#### **As you research:**

If possible, interview family members, and compare your memories with those of your siblings, parents, cousins, grandparents, etc. Be sure to ask *where* events happened – again, it may indicate the possible location of a vital record. Record this information on paper, voice recorder, or video, and include the names of the relatives who gave you the information.

Don't forget family objects/ paperwork you may find in your or your relatives' homes, such as birth, marriage, and death certificates; family Bibles; funeral programs; obituaries; wedding announcements; photographs; letters, engraved jewelry - anything with names and dates.

### **III. Entering Data**

Using standardized methods of entering data helps you be consistent and also cuts down on possible confusion.

#### **A. Dates**





# Ancestral Chart

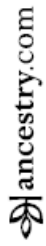


Chart No. \_\_\_\_\_

No. 1 on this chart is \_\_\_\_\_  
the same person as No. \_\_\_\_\_  
On Chart No. \_\_\_\_\_

BORN  
PLACE  
MARRIED  
PLACE  
DIED  
PLACE

NAME OF SPOUSE \_\_\_\_\_

BORN  
PLACE  
MARRIED  
PLACE  
DIED  
PLACE

BORN  
PLACE  
DIED  
PLACE

BORN  
PLACE  
MARRIED  
PLACE  
DIED  
PLACE

BORN  
PLACE  
DIED  
PLACE

BORN  
PLACE  
MARRIED  
PLACE  
DIED  
PLACE

BORN  
PLACE  
DIED  
PLACE

CONT. ON CHART \_\_\_\_\_

CONT. ON CHART \_\_\_\_\_

CONT. ON CHART \_\_\_\_\_

CONT. ON CHART \_\_\_\_\_

CONT. ON CHART \_\_\_\_\_

CONT. ON CHART \_\_\_\_\_

CONT. ON CHART \_\_\_\_\_

CONT. ON CHART \_\_\_\_\_

## Chart 1

Form # F120

<http://www.ancestry.com/save/charts/ancchart.htm>

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# Ancestral Chart

Chart No. 1

No. 1 on this chart is  
the same person as No. 1

On Chart No. 1

Samuel Franklin SCOFIELD  
CONT. ON CHART 2

James Emerest SCOFIELD

BORN 10 FEB 1919  
PLACE Munroe, Guilford, NC  
MARRIED 15 JAN 1939  
PLACE Alamance, NC  
DIED 6 JUNE 1944  
PLACE

Agnes Elizabeth GALLOWAY  
CONT. ON CHART 3

Fredrick James SCOFIELD

BORN 7 APR 1940  
PLACE Munroe, Guilford, NC  
MARRIED 13 SEP 1966  
PLACE Bristol, Sullivan, TN  
DIED  
PLACE

William Henry DICKENSON  
CONT. ON CHART 4

Dora Jane DICKENSON

BORN 5 July 1920  
PLACE Alamance, NC  
DIED 17 AUG 1990  
PLACE Alamance, NC

Mary Hannah REECE  
CONT. ON CHART 5

Dora Ann SCOFIELD

BORN 19 JAN 1973  
PLACE Melbourne, Brevard, FL  
MARRIED 30 May 1997  
PLACE Athens, Clarke, GA  
DIED  
PLACE

Alva Edward WALSH  
CONT. ON CHART 6

Nathan Thomas WALSH

BORN 30 OCT 1917  
PLACE Kingsport, Sullivan, TN  
MARRIED 28 APR 1941  
PLACE Kingsport, Sullivan, TN  
DIED 7 NOV 1984  
PLACE Bristol, Sullivan, TN

Michael Turner HARRISON

NAME OF SPOUSE

Beverly Ann WALSH

BORN 2 DEC 1943  
PLACE Bristol, Sullivan, TN  
DIED  
PLACE

Julia Rose ELIOT  
CONT. ON CHART 7

Charles Ryder KEELOR  
CONT. ON CHART 8

Mabel Ann KEELOR

BORN 11 FEB 1918  
PLACE Bristol, Sullivan, TN  
DIED 3 JAN 1999  
PLACE Bristol, Sullivan, TN

Virginia Floris MACNEE  
CONT. ON CHART 9

**Chart 2**

# Chart 3

## Family Group Record

Husband		Occupation(s)			Religion
Date: Day, Month, Year	City	County	State		
Born					
Baptized				Name of Church	
Married				Name of Church	
Died				Cause of Death	
Buried				Cemetery	
Father				Date Will Written	
Mother				Date Will Proved	

Wife		Occupation(s)			Religion
Date: Day, Month, Year	City	County	State		
Born					
Baptized				Name of Church	
Married				Name of Church	
Died				Cause of Death	
Buried				Cemetery	
Father				Date Will Written	
Mother				Date Will Proved	

Sex	Children (given names)	Birth Date	Birthplace		Date of marriage / Place	Date of death / cause
			City	County		
1					Name of Spouse	City / County / State
2						
3						
4						
5						

# Chart 4

## Family Group Record

Husband		Nathan Thomas WALSH		Occupation(s) Attorney		Religion Methodist	
Date: Day, Month, Year	City	County	State	Occupation(s)	Religion		
Born	30 OCT 1917	Kingsport	TN	Sullivan	at home		
Baptized	2 Nov 1917	Kingsport	TN	Sullivan	Name of Church Birch Street United Methodist		
Married	28 APR 1941	Kingsport	TN	Sullivan	Name of Church Calvary United Methodist		
Died	7 NOV 1984	Bristol	TN	Sullivan	Cause of Death pancreatic cancer		
Buried	12 NOV 1984	Kingsport	TN	Sullivan	Cemetery Holly Hill Cemetery		
Father	Alva Edward WALSH	Other Wives		Date Will Written 10 MAY 1978			
Mother	Julia Rose ELIOT			Date Will Proved 4 FEB 1985			

Wife		Mabel Ann KEELOR		Occupation(s) Director, Kpt. Housing Authority		Religion	
Date: Day, Month, Year	City	County	State	Occupation(s)	Religion		
Born	11 FEB 1918	Bristol	TN	Sullivan	at home		
Baptized					Name of Church		
Married	28 APR 1941	Kingsport	TN	Sullivan	Name of Church Calvary United Methodist		
Died	3 JAN 1999	Bristol	TN	Sullivan	Cause of Death heart failure		
Buried	8 JAN 1999	Kingsport	TN	Sullivan	Cemetery Holly Hill Cemetery		
Father	Charles Ryder KEELOR	Other Husbands		Date Will Written 15 JULY 1998			
Mother	Virginia Floris MACJEE			Date Will Proved 7 DEC 1998			

Sex	Children (given names)	Birth		Birthplace		Date of marriage / Place		Date of death / cause	
		Date	City	County	State	Name of Spouse	City / County / State		
M	1 Thomas Milton	16 AUG 1942	Bristol	Sullivan	TN	2 JUNE 1960	Francis Jean MORRIS		
F	2 Beverly Ann	2 DEC 1943	Bristol	Sullivan	TN	13 SEPT 1966	Fredrick James SCOFIELD		
F	3 Edna Elizabeth	21 Nov 1947	Bristol	Sullivan	TN				
M	4 Edward	3 MAY 1949	Bristol	Sullivan	TN			8 JUNE 1949	Bristol, Sullivan, TN
	5								

## IV. Helpful Forms

Preprinted forms make entering your data more efficient. Forms can be found online at many genealogy sites including *Ancestry.Com* and *genealogy.about.com*.

1. *Ancestral Chart* - This chart begins with the individual whose ancestry you are tracing. The male line follows the upper track, while the female line follows the bottom track.

2. *Family Group Record* - This form includes space for a couple and their children, along with fields to record birth, death, marriage and burial places for each.

3. *Research Planning Worksheet* **and**

4. *Research Checklist* - using these forms in conjunction can help you plan your research and gather your information as efficiently as possible.

5. *Research Calendar* - It is very important to keep track of the resources you investigate, even those that yield nothing of value. Such a calendar can help you organize your finds, decide on the next steps, and eliminate duplicated research.

6. *Correspondence Record* - This is a record of the letters you have written and the replies received. It typically includes a blank for the surname at the top and room to record information for each letter sent concerning that surname. Then, once you receive the reply, you can make a note of the date the reply was received and the results (positive or negative).

## V. Records to Search

### A. Vital Records

Vital records are the birth, marriage, divorce, and death documents that record those important life events. Vital records are usually kept at the state level.

The National Center for Health Statistics (a division of the Centers for Disease Control), gives the address in each state to write to for getting a copy of death, birth, marriage, and divorce certificates. Go to <http://www.cdc.gov/nchs/w2w.htm> and follow the instructions. Always enclose a self-addressed stamped envelope (SASE) with the required fee.

#### 1. Birth Certificates

Birth records usually show the name of the child, gender, date/place born, parents' names, and sometimes additional information such as parents' birthplaces.

#### 2. Marriage Certificates

Marriage records usually show the names of the bride and groom, date/place married, and sometimes additional information such as ages.



### 3. Death Certificates

In addition to the name of the person, death records usually provide marital status, cause of death, date/place of death and burial, and sometimes the occupation, date/place of birth, age, parents' names and their birthplaces (usually state or country), and other useful information. The more recent the death record, the more information you will find.

## B. Other Death Records

1. The **Social Security Death Index (SSDI)** is a database that contains the names of deceased persons who were assigned Social Security numbers and whose deaths were reported to the Social Security Administration. These records usually include a full name, birth and death dates, and last known residence. The SSDI contains the records of over 87 million people, and was last updated on July 15, 2010.

Records from the Social Security Death Index include the following information:

- The exact place of death.
- The name of the person's father and the maiden name of the person's mother.
- The exact date of birth and death.
- May also include the name of the person's spouse, the cemetery where the person was buried, social security number, and information about the informant (who may be a relative).

You can search the Social Security Death Index through *Ancestry.com*, and print a letter to request an official copy of the individual's Social Security application. You can also electronically request and pay online by going to this site:

[http://genealogy.about.com/od/online\\_records/a/ss5\\_request.htm](http://genealogy.about.com/od/online_records/a/ss5_request.htm) and choosing "Request for deceased individual's social security record SS-5."

### 2. Obituary Notices

In addition to names, dates, places of birth, marriage, and death, an obituary often identifies the deceased individual's relationships with others.

Obituary notices are published in local papers, and many public libraries carry microfilm of the legal organ for their county. A legal organ is the designated newspaper for a county, publishing births, marriages, deaths, funeral notices, court decisions, notices of probate, divorce, etc.

To find the address of the library nearest the place of your ancestor's death, go to the Library Technology Guide's webcat page at [www.librarytechnology.org/libwebcats/](http://www.librarytechnology.org/libwebcats/). You can send a written request (include an SASE) to that library for a copy of the person's obituary from the local newspaper.

With the increasing amount of digitization projects across the globe, it is growing easier and easier to find obituaries online. Do a quick Google search for the name of the state you are interested in and the word "digitization." For example, searching "Louisiana digitization," comes up with the site for the LSU Library's "Digitizing Louisiana Newspapers" project. You can then use the site to search the text of the collected newspapers for obituary notices or anything else pertaining to your ancestor.

### 3. Funeral Records

Funeral Home records can include funeral arrangements, obituary data, occupation, parents' names, and place of birth. They may tell you who paid for the grave, the tombstone and who else is buried nearby. If the death record gives you the name of a funeral home, you may be able to find its address online. Include an SASE in your written request. Be sure to ask about the cemetery where the person was buried, and whether or not the funeral home can provide an address or phone number for the cemetery office.

### 4. Cemetery Records

Cemetery records may include tombstone inscriptions, burial permits, and death indexes. These records usually show names and birth and death dates; sometimes, they include information on surviving family members. A cemetery office may have information such as the inscription on your ancestor's tombstone.

## C. Census Records

A census is an official enumeration of the population of a country, region, or state. The United States Constitution requires the government to conduct a census every ten years. Genealogists discovered that census records can be a wealth of information, and at the very least, they will place your relative in an exact place at an exact time (that is, the year of the census).

*Ancestry Library Edition* and *Family Search* are two very popular genealogy websites that contain databases of census information. *Ancestry Library Edition* can only be accessed from inside a public library.

## D. Court, Land, and Probate Records

Such records are often overlooked but are an important part of genealogical research. These records can help you locate ancestors' residences, determine occupations, find financial information, establish citizenship status, or clarify relationships between people, depending on the type of records that your ancestors' names appear in.

### 1. Probate Records

Probate records are created at the time of an individual's death and are the legal records associated with the division of a deceased person's property. These records might include information about an individual's financial situation and assets, his occupation, or the names of his heirs and other family members. They can supply interesting details, such as the total value of estates and lists of surviving family members.

### 2. Wills

A will is a legal document in which an individual declares what he wants done with his possessions or estate after his death. Wills may include information about immediate family members or distant relatives.

### 3. Land Records

Land records are typically one of the records kept from the very early days of settlement in an area. These records provide information about relationships between individuals, approximate relocation dates, and the financial state of a family. There are many types of land records: title abstracts, land purchases, grants, deeds, and more. Land records are among the most important

documents available for tying a specific person to a specific place, especially in those cases where time, place, and circumstances have made vital records difficult to research.

## VI. Relationships Defined

**Ancestor:** a person from whom you are descended: parents, grandparents, great-grandparents, great-grandparents, and so on.

**Descendant:** a person who is descended from you - your children, grandchildren, great-grandchildren, and so on.

**Lineal relationship:** the relationship between you and your ancestors and descendants - a direct bloodline (up and down the line).

**Collateral relationship:** relationship between you and your siblings, aunts, uncles, nieces, nephews, cousins (across the line). These individuals are descended from common ancestors but are not related to each other in a direct (or lineal) line.

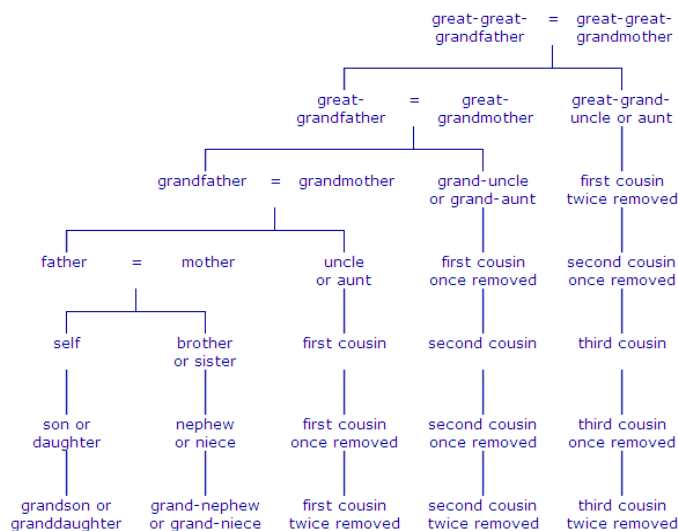
**First cousins** are the people in your family who have two of the same grandparents as you.

**Second cousins** have the same great-grandparents as you, but not the same grandparents.

**Third cousins** have in common two great-great-grandparents and their ancestors.

**Cousin, once removed** means there is a difference of one generation. Your mother's first cousin would be your first cousin, once removed. She is one generation younger than your grandparents, and you are two generations younger than your grandparents.

**Cousin, twice removed** means that there is a two-generation difference. Your grandmother's first cousin would be your first cousin, twice removed because you are separated by two generations.





## VII. Understanding Sources

A source is any item or document relating to the person or event.

### 1) Original versus Derivative

- *Original* source: the first documentation of the event, e.g. a marriage certificate
- *Derivative* source: a transcription (copy) of the original, e.g. a handwritten copy, or a photocopy,

Because every recopying of data is an opportunity for error, the closer the derivative is to the original, the more reliable the data will be. Always try to view the original source.

### 2) Primary versus Secondary

These terms indicate how closely a source is associated with the person or event.

- *Primary* source: firsthand information created at the time of the event; e.g. an official record, a manuscript, a diary, a letter.
- *Secondary* source: secondhand information created some time after an event or copied from another source. Secondary sources may have pictures, quotes or graphics of primary sources in them; e.g. a history, a family history compilation, or a genealogy newsletter.

## VIII. Helpful Hints

1. Always use pencil when filling pedigree charts and family group sheets. You will be making changes.
2. Start a system for organizing your research at the beginning. This will save you time in the future when you have to refer to your notes.
3. Write down stories, memories and other bits of information as you are talking to people so you will have all the details later. Record your conversations and interviews with a digital voice recorder or camera, but only with the interviewee's permission.
4. Expect to do your own research. Librarians, archivists, and county records personnel can direct you to information and sources, but they will not have time to do your research for you.
5. When you go to a repository to do research, plan in advance what you are looking for, using a research worksheet, and stay focused during your quest.
6. Take change and small bills when you go to any repository to do research. Some now have ways for you to scan documents and save them to a flash drive, but many still use copy machines which you will have to pay for.
7. Always read the information in the front of each source you use. Introductions, prefaces, lists of abbreviations, and the like will explain what you can expect to find in the source as well as how to use it efficiently.
8. When making photocopies:

- Copy the title page and its reverse, which contains the publication/copyright date of the book.
  - Copy the abbreviations and introductory or prefatory information so you are clear about the criteria used in compiling the work.
  - Note the name of the library, archive, or repository where you found it. You may need this source again months or years later.
9. Do not violate copyright. This is important both legally and ethically.
  10. Always cite your source completely and correctly. Using complete and correct citations will save you time and frustration later.
  11. Share your information with other researchers, and they will probably share with you. Just be clear with them as to what information you will allow them to share with others. Extend the same courtesy to them by asking what you may share.
  12. Do not share information with others without their permission: it is their property; they did the work.
  13. Join a local genealogical society and attend their meetings and workshops. There's always more to learn in genealogy.

## **IX. Further Lessons**

Genealogy classes are available through libraries, senior centers, genealogical and historical societies, and many other organizations. You can also further your education online. Try the following websites, or go to a search engine and type in keywords such as *genealogy lessons*.

### **About.Com: Genealogy**

<http://genealogy.about.com/library/lessons/blintro-faq.htm>

### **Karen Clifford's Free Online lessons**

<http://www.graonline.com>

Choose Education tab and click on Free Lessons.

### **Treasure Maps – the How-To Genealogy Guide.**

<http://amberskyline.com/treasuremaps/>

Use to print simple ancestral charts.

### **National Genealogical Society**

<http://www.ngsgenealogy.org/Courses/Course.cfm?CID=1>

*Introduction to Genealogy* is an online course for those who have done little, if any, research on their families. The cost of the online course is \$45 for NGS members and \$70 for nonmembers.

## **Family Search's Learn Section**

<https://familysearch.org/learn>

The "Learn" section of this site includes a wiki, video tutorials about doing specific types of research, and discussion boards. The topics covered in the online tutorials range from beginning genealogy to deciphering foreign scripts.

## **X. Websites for Louisiana Research**

### **Louisiana Digital Archives**

<http://louisdl.louislibraries.org/>

### **The LAGenWeb Project**

<http://www.lagenweb.net/>

### **Digitizing Louisiana Newspapers Project (DLNP)**

<http://www.lib.lsu.edu/special/cc/dlnp/>

### **Family Search's Louisiana Page**

<https://familysearch.org/learn/wiki/en/Louisiana>

## **XI. Books Available Through the Livingston Parish Library**

*Family History, Digging Deeper* by Simon Fowler

*Genealogy Online* by Elizabeth Powell Crowe

*Guide to Your Ancestor's Lives* by Nick Barratt

*Who do You Think You Are?* by Megan Smolenyak

*Livingston Parish History*

**\*For more titles, search the catalog at [mylpl.info](http://mylpl.info) or ask library staff.**