






# **Recipe for a Successful Research Trip to the Family History Library**

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## **Preparation**

- Decide what you want to learn.
  - Choose a specific family or a few families
  - Review the information you already have on those families and what is missing
    - Timelines are excellent tools for this step
    - Analyzing your evidence will help you determine how reliable your information is
      - Evidence Analysis is explained in *QuickLesson 17: The Evidence Analysis Process Map* by Elizabeth Shown Mills  
(<https://web.archive.org/web/20161005035413/https://www.evidenceexplained.com/content/quicklesson-17-evidence-analysis-process-map>)
  - Formulate your research questions
  - PRIORITIZE
- Search the FamilySearch Catalog
  - What records are available that may answer your questions?
    - Search the catalog by Place (largest to smallest), then by subject  
(<https://www.familysearch.org/search/catalog/search>)
    - Search books by Title, Surname, or Keywords
    - Keywords search the Notes field as well as the Title and Surname fields in the catalog
  - What records are only available at the Family History Library?

	These records are available on FamilySearch for home viewing. They may be indexed or not.
	These records are found on a partner website where you will be directed to view the image.
	Access is restricted. You may have to go to a Family History Center.
	The index is available to search, but access to the records is restricted.
	The records are available on microfilm at the Family History Library in Salt Lake City. <u>Check the drop-down list in the Location to see if Tucson Arizona or Tucson Arizona West Family History Center has it.</u>

- Check the Tucson Family History Center catalog to see if they are available there
  - Catalog and user's guide are on the TFHC wiki page  
([https://www.familysearch.org/wiki/en/Tucson\\_Arizona\\_Family\\_History\\_Center](https://www.familysearch.org/wiki/en/Tucson_Arizona_Family_History_Center))
- Search FamilySearch Books even if it doesn't appear to be digitized in the Catalog entry.  
(<https://books.familysearch.org>)
  - If not digitized and if it is not also on microfilm, check WorldCat and try to get it on inter-library loan.
    - WorldCat to see how many libraries have the title: (<http://www.worldcat.org/>)
    - Pima County Public Library Interlibrary Loan page:  
(<http://librarycatalog.pima.gov/screens/ill.html>)

- Create a Research Plan/To-Do List
  - Prioritized
  - Mandatory elements:
    - Call no. or microfilm no.
    - Title of book, film, record
    - What you are searching for
    - Field for entering comments
- Start a Research Log for each of your research objectives
  - Saves time when you are at the library
  - Start the source citation now so you don't have to figure it out while you are there. Add the details like page or image number if you find it.

## What to Pack

- High-Tech items:
  - Laptop or Tablet
  - One or more USB drives (aka Flash drives)
  - Smart phone with camera
  - Chargers, extension cords, batteries, mini power strip
- Low-Tech items:
  - Backup printout of
    - Research Plan / To-Do List
    - Research Logs
    - Family Group Sheets of the families you are researching
  - Cash or credit card
    - Food vending machines on main floor in case you get hungry or thirsty
    - Copy card vending machines on each floor
      - Print instead of saving on the USB/Flash drives
      - 8GB flash drives and lanyards
      - Earphones
  - Notepad, pens, pencils, highlighters
  - Magnifying glass
  - Sheet of yellow transparency or yellow paper for microfilm reader
- Clothing
  - Loose clothing
  - Pockets
  - Layered
  - Comfortable shoes

## While You are There

- Plan Your Time Wisely
  - Library hours ([https://www.familysearch.org/locations/library\\_hours](https://www.familysearch.org/locations/library_hours))
  - Library rules ([https://www.familysearch.org/wiki/en/Family\\_History\\_Library\\_Rules](https://www.familysearch.org/wiki/en/Family_History_Library_Rules))
  - Plan for some organization and recreation time
- When you first arrive:
  - Get a card for Church Office Building Cafeteria and a map of surrounding area
  - Watch the orientation video
- Personal laptops have free wireless access
  - All subscription websites accessible while in the Library on the network
  - Electrical power outlets located at each microfilm reader and most guest tables
- Public computers on each floor with USB port accessible from front of machine

- Organized Research
  - Consult your prioritized Research Plan
  - Try to do everything on one floor before moving to another floor
  - Most find it easiest to start with books then move on to microfilms
- Microfilm
  - Pull both reels off the reader at the spot you found the record you want to copy
  - Take it to the copy center and load onto the film scanner to scan to your flash drive (or print)
  - Include the title slide at the beginning of the film in your copy
    - Wait until you have already copied all the records you want before scrolling back to the beginning
- Document as you go
  - Enter comments on your Research Plan/To-Do List (at a minimum, check it off as you complete it)
  - Enter the results of your search in the applicable Research Log
  - Complete the source citation if you found something (page number, line number, etc.)
- Back in your room
  - Back up your flash drive(s) to your laptop and to the cloud
  - Review your results and what is left to do on your Research Plan
    - Have you answered your research question?
    - Do your results indicate you should go down a different path?
  - Revise your Research Plan if necessary

## Coming Home

- Record your results
  - Back up your flash drives to your PC
  - Enter new information into your genealogy database
  - Update your online family trees
  - Cite your sources
- Analyze your documents
  - Review each document carefully for new clues
  - Write a report of your findings and include ideas for future research
  - File your images or documents using your personal filing system

## Additional Resources

1. Handout to the FamilySearch Catalog Class gives detailed instructions on the eight search options in the catalog: (<http://bit.ly/2Oc13Kk>).
2. *Research Like a Pro: A Genealogist's Guide* by Diana Elder, AG with Nicole Dyer. An easy to understand process for solving genealogical problems. Includes templates to help you create your own research plan, timeline, etc. Kindle and paperback available at Amazon.com; limited number of paperbacks available at PCGS website for a slight discount (<https://azpimagensoc.org/store.php?sid=1>).
3. "Family History Library" wiki page ([https://www.familysearch.org/wiki/en/Family\\_History\\_Library](https://www.familysearch.org/wiki/en/Family_History_Library)).
4. "Guest Resources at the Family History Library" wiki page ([https://www.familysearch.org/wiki/en/Guest\\_Resources\\_at\\_the\\_Family\\_History\\_Library](https://www.familysearch.org/wiki/en/Guest_Resources_at_the_Family_History_Library)).