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of NORTH CAROLINA

# Tips & Tools for Genealogy Reference Service

21 October 2013

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Genealogy Research Librarian

Government & Heritage Library

State Library of North Carolina



NORTH CAROLINA  
DEPARTMENT OF  
**CULTURAL  
RESOURCES**

*Genealogy is a branch of history that identifies and describes the descendants of a common ancestor ....*



Genealogy is all about ***the Person***



*...an orderly compilation of a person's descendants.*

# Genealogist's Objective: to PROVE...

- Name of each ancestor
- Date and place of death
- Date and place of marriage
- Date and place of birth
- Names of parents
  - Date and place of death, marriage, birth
  - Names of children
- Interesting family stories





# Tips

# Follow a process

- **Start** with yourself
- Work **backward** proving life's events



- Record and **document** all information

# Be Consistent with Names

Record in correct order: first, middle, last

- Use capital letters for surnames:  
“Jane Elizabeth **SMITH**”
- Use **a.k.a.** for people known by more than 1 name:  
**Samuel Langhorne CLEMENS** a.k.a. **Mark Twain**
- Use “ ” for nicknames: **Martha Ann “Patsy” NORRIS**
- Show alternate spellings: **Thomas MARCOM/MARKHAM**

# Miss, Mrs or Ms?

## Jane Elizabeth SMITH

- Include maiden names for women in parentheses:

Jane Elizabeth (JONES) SMITH

- If a woman has had **more** than one husband, write all surnames in order:

Jane Elizabeth (JONES) SMITH MILLER

# Be Consistent with Dates

Format dates as **Day Month Year**

- 21 October 2013 *or* 21 Oct. 2013
- Approximate date *c./ca.* 1850/ *abt.* Dec. 1850
- bef. *or* aft. *aft.* 01 October 2013
- between *bet.* 01 Oct. 2012 – 21 Oct. 2013
- 01/10/2013 [ 01 October 2013] *or* [10 Jan. 2013]

# Be Consistent with Location

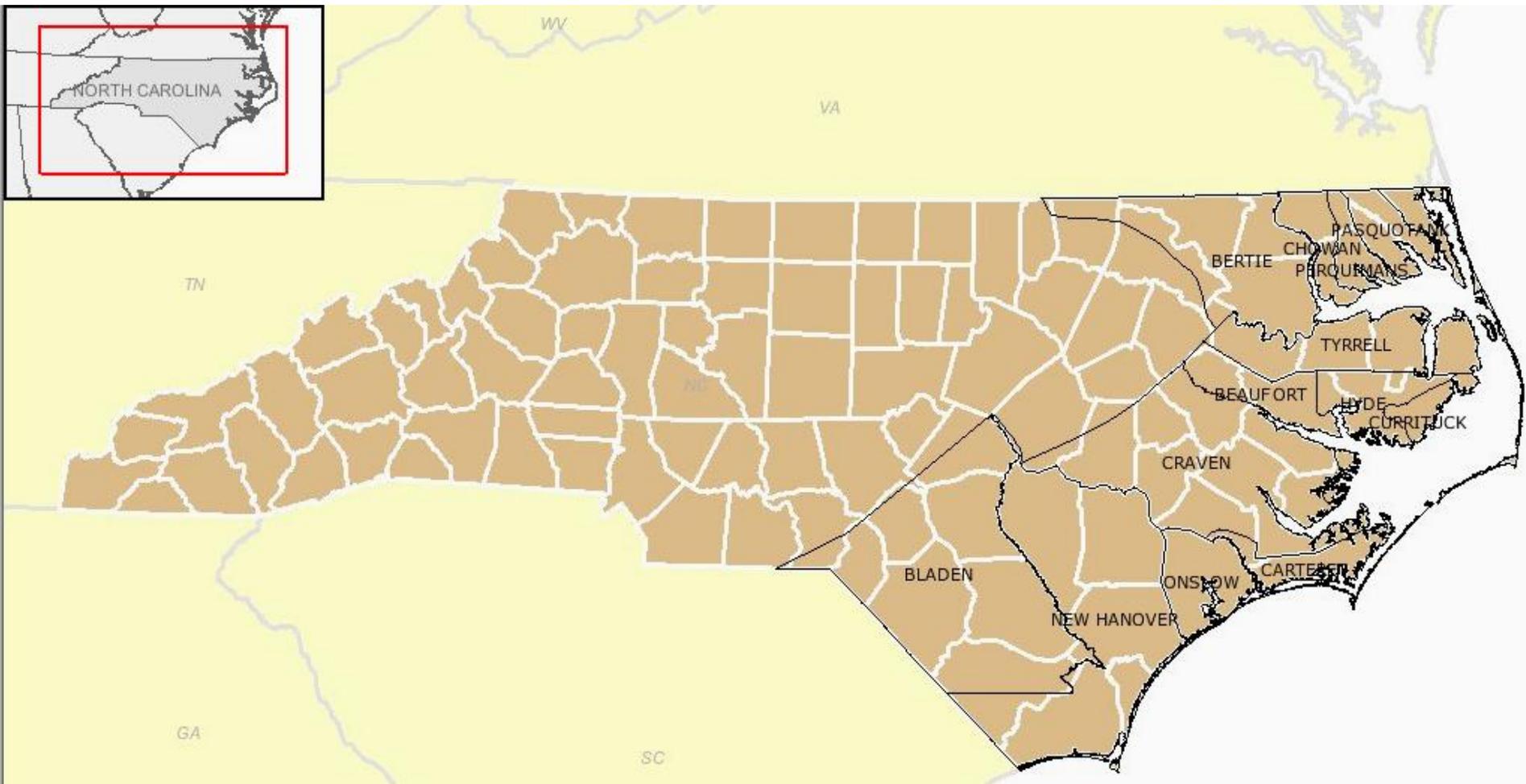
## Location: **Small to Large**

- **Raleigh, Wake County, North Carolina, United States**
- **Calluragh, Inchicronan, Clare, Munster, Ireland**



# Location & Boundaries

North Carolina 6 March 1739



# Document and Cite

- Document **EVERYTHING!**
- Document and cite **all of your sources**

## Oral history/Interview of family member:

- *Robert Smith, “Smith Family of North Carolina,” interviewed by Sarah Smith, 1 November 2005*

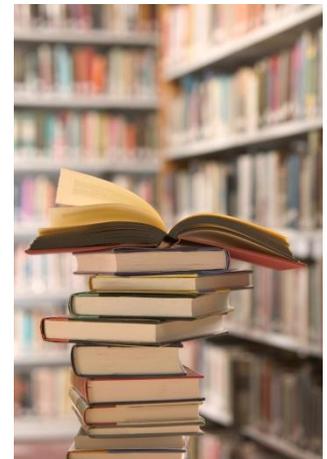
## Published source:

- *Smith, Fletcher. Genealogy of the Smith Family of Rockingham County, N.C. (United States: N.W. Gilmer, 1980), p.27.*

## Original record:

- *Thomas Lea Sr. will, Caswell County Loose Wills, State Archives of North Carolina.*

- Begin with **yourself & work backwards**
- **Prove, document, and record** each generation *before* progressing
- Research **names, dates, and places**
- Build your family history with **interesting bits of information**
- Do your own research to find **PROOF & CITE original sources**





# Tools

# Ancestral Chart

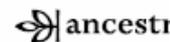
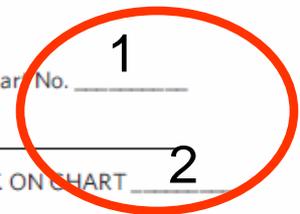
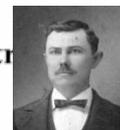


Chart No. 1



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

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



CONT. ON CHART 2



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



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



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



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



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



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



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



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



BORN  
PLACE  
MARRIED  
PLACE  
DIED  
PLACE



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



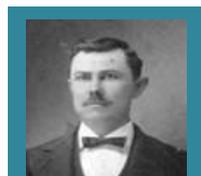
# Ancestral Chart

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

8

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

1



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 \_\_\_\_\_



# Family Group Sheet

Compiled by Lydia Brown Shelton  
Date 21 April 2009

## FAMILY UNIT CHART



DATE (day-mo-yr) LOCATION (city / township, county, state)

HUSBAND Hunter COLLINS		
Birth	7 June 1818	Chatham County, NC
Marriage	20 Dec. 1843	Wake County, NC
Death	24 Jan. 1887	Buckhorn Township, Wake County, NC
Burial	Jones Crossroads Baptist Church Cemetery	Buckhorn Township, Wake County, NC

His father's full name Burrell COLLINS  
His mother's maiden name Mary "Polly" HUNTER

Other wives' names

WIFE Martha Ann SIMMONS		
Birth	abt 1819	Wake County, NC
Death	25 Jan. 1894	Buckhorn Township, Wake County, NC
Burial	Jones Crossroads Baptist Church Cemetery	Buckhorn Township, Wake County, NC

Her father's full name Allen SIMMONS  
Her mother's maiden name Charlotte NORRIS

Other husbands' names

CHILDREN DATE (day-mo-yr) LOCATION (city / township, county, state)

#1 Joseph Austin COLLINS	B	2 October 1845	Wake County, NC
	M		
	D	December 1863	
	Spouse		
#2 Henry Calvin COLLINS	B	25 July 1847	Wake County, NC
	M	12 December 1870	Orange County, NC
	D	3 August 1898	Apex, Wake County, NC
	Spouse <u>Lydia Mary WELCH</u>		
#3 Thomas Jasper COLLINS	B	9 April 1849	Wake County, NC
	M		
	D	1871	
	Spouse		
#4 John Wesley COLLINS	B	23 December 1851	Wake County, NC
	M	27 December 1876	Wake County, NC
	D	19 May 1920	White Oak Township, Wake County, NC
	Spouse <u>Elizabeth "Bettie" JOHNSON</u>		
#5 Neander Jackson COLLINS	B	9 July 1853	Wake County, NC
	M	2 January 1875	Wake County, NC
	D	abt 1920	Worth County, GA
	Spouse <u>Frances HINTON</u>		
#6 Charlotte Ann COLLINS	B	10 May 1856	Wake County, NC
	M	15 April 1879	Wake County, NC
	D	1 February 1897	Holly Springs, Wake County, NC
	Spouse <u>George Benton UTLEY</u>		

10/08/07

(Over)

#7	B		
	M		
	D		
	Spouse		
#8	B		
	M		
	D		
	Spouse		
#9	B		
	M		
	D		
	Spouse		
#10	B		
	M		
	D		
	Spouse		
#11	B		
	M		
	D		
	Spouse		
#12	B		
	M		
	D		
	Spouse		

### LIST SOURCES OF INFORMATION ON THIS FAMILY:

Names of family members interviewed. Bible records and other family records used and in whose possession. Birth, Marriage, Death, Church, Cemetery records. Wills and probate records. Land records, military records, etc.

For books, list title, author, place and date of publication.

Census used: Year State County ED / page / family number

Collins Family Bible - owned by Elizabeth Collins Brown, Raleigh, NC  
Wake County, NC marriage licenses on microfilm (NC State Archives)  
Jones Crossroads Baptist Church Cemetery survey  
US Census 1850 NC Wake County Western Division p. 235, family 703  
US Census 1860 NC Wake County Southern Division p. 130, family 968  
US Census 1870 NC Wake County White Oak Township p. 3, family 21

6-0010

# Research Log

- Keep a research log
- Use a checklist
- Keep a notebook/binder

*Use whatever works best to stay organized!*

## Research Log

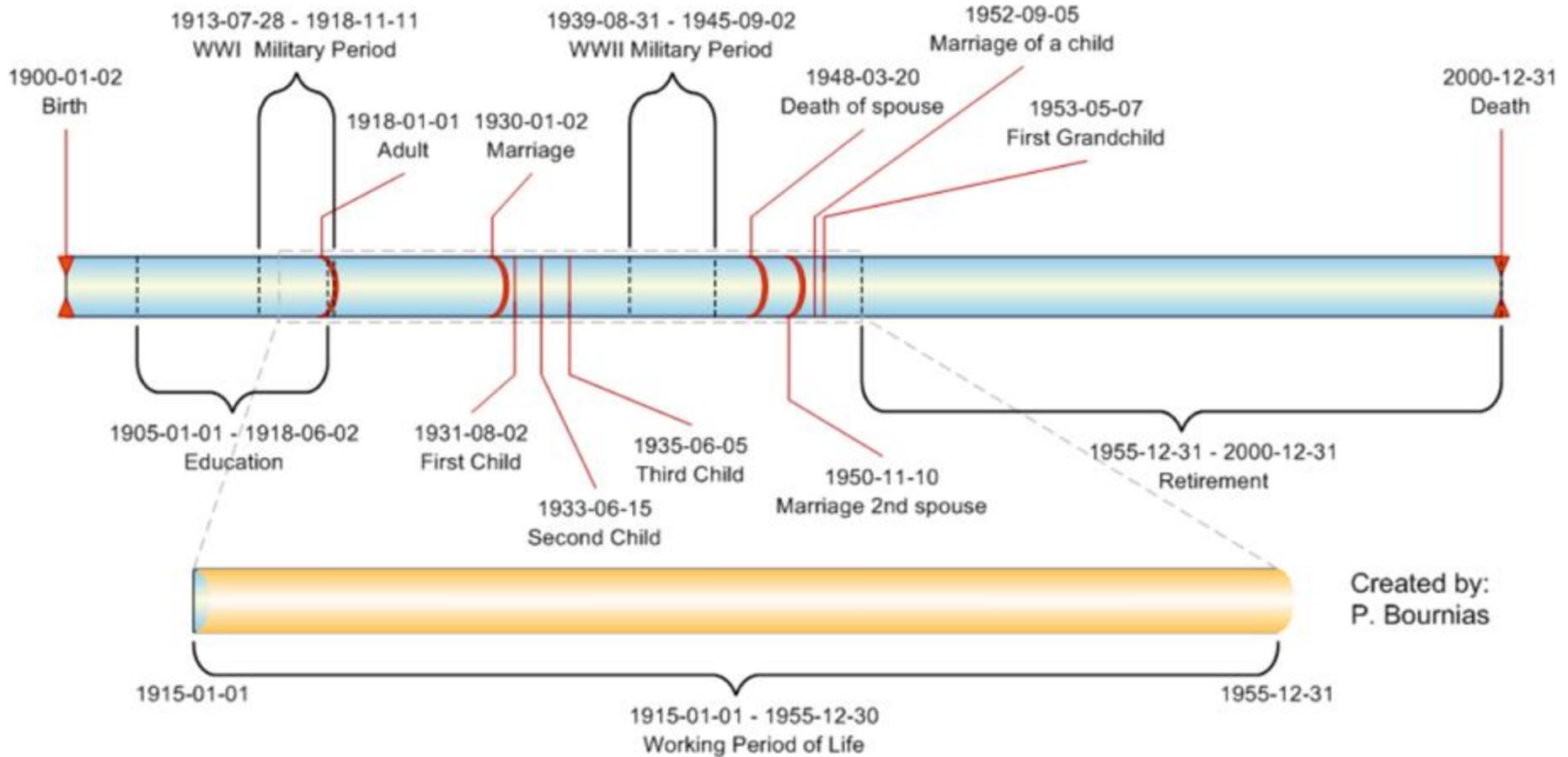
Ancestor's name

Objective(s)

Locality

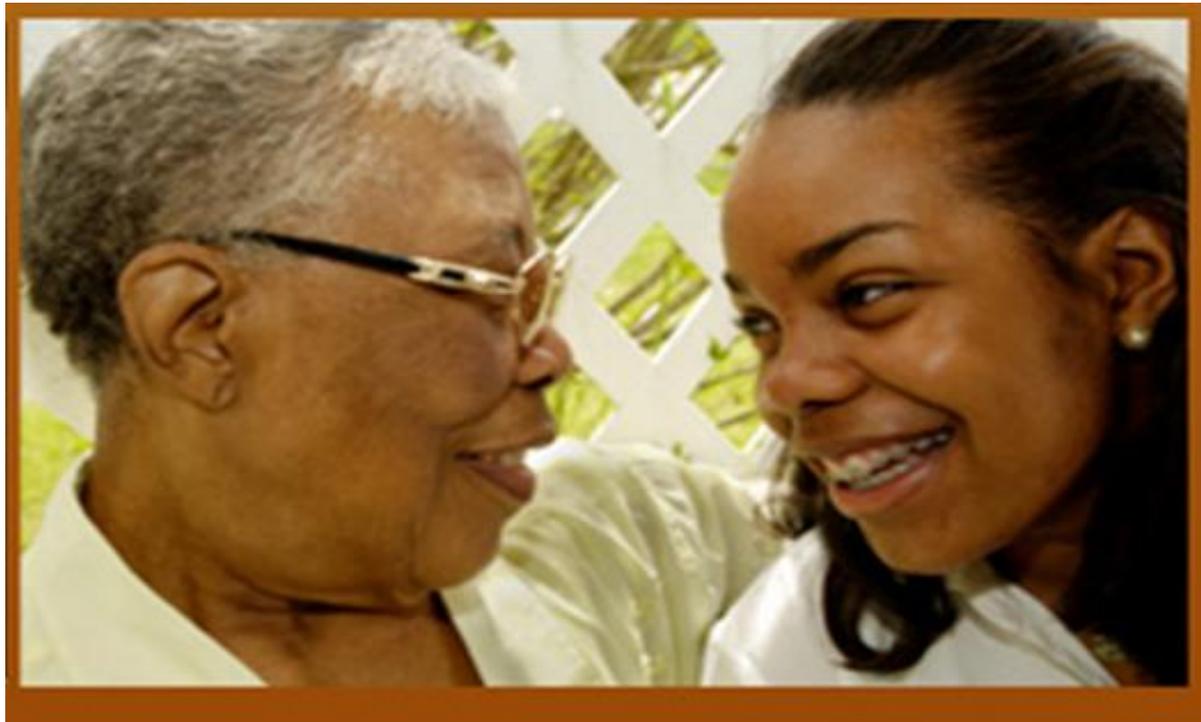
Date of search	Location/ call number	Description of source (author, title, year, pages)	Comments (purpose of search, results, years and names searched)	Doc. number

# Timeline



# Oral History - Family Stories

“When an Old Person Dies  
a Library **BURNS**”



# Documents

- **Public Records:** County, State, and Federal
- **Corporate Records**
- **Private Papers and Manuscripts**



# US Census

- Population Schedules 1790 – 2010



72 years privacy [1790-1940]



# Hunter Ellington

Wake County, North Carolina  
Register of Deeds



# All Census Years

- 1940...
- 1930...
- 1920...
- 1910...
- 1900...



# Resources from the NC Government & Heritage Library



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**Family history & genealogy**

Where do you call home?

What is your history?

Who are your people?

**NEWS**

10/8/2013: [Newspapers and North Carolina History](#)  
Find out about new additions to the collections of the Government and Heritage Library: Confederate Incognito: The Civil War Reports of "Long [...]"

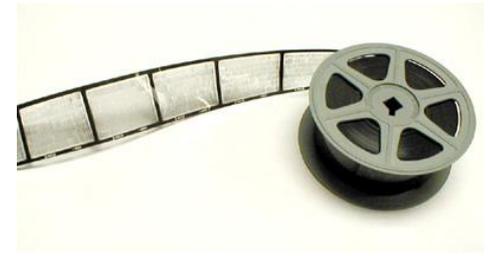
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# Microfilm



- **NC County Records**
- **Military Records**
- **Census Records**
- **Eastern Cherokee**

**Available for loan to N.C. libraries only.**

# Newspapers

<http://cinch.nclive.org/newspaper>



## North Carolina Newspaper Locator

Search for North Carolina Newspapers  
Search by County, Town, or Newspaper Title and Date Range

Video: [Search Tips](#)

**Note: This database contains newspaper microfilm housed at the Government & Heritage Library. It is not a complete list of all newspapers published in North Carolina.**

Start here

Search by Town  1953

Search a date range

Title	Town	County	Notes	Earliest	Latest	Find this paper in a library
ALAMANCE COUNTY NEWS AND THE BURLINGTON JOURNAL	Burlington	Alamance	None	1940/01/25	1940/01/25	<a href="#">Go</a>
BURLINGTON DAILY NEWS	Burlington	Alamance	Began in 1922?; ceased in 1923 or 1924.	1923/01/18	1923/02/14	<a href="#">Go</a>
BURLINGTON DAILY NEWS	Burlington	Alamance	None	1923/07/16	1923/07/16	<a href="#">Go</a>
BURLINGTON DAILY TIMES	Burlington	Alamance	1911 - 1971 (1911-1921)	1921/10/24	1921/10/24	<a href="#">Go</a>



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## North Carolina Digital Collections

Thousands of  
photographs,  
publications,  
manuscripts  
*online now.*

## NEWS

10/9/2013: [Upcoming webinar: Tips & Tools for Genealogy Reference Service](#)

Registration is now open for the State Library's free one-hour webinar [Tips & Tools for Genealogy Reference Service](#), to be offered [...]

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# North Carolina Family Records Online

A Project of the State Library and State Archives of North Carolina

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## What can you find here?

[Bible Records](#) (lists of birth, marriage, and death information recorded in North Carolina Bibles throughout the 18th, 19th, and 20th centuries), [marriage and death notices](#) from North Carolina newspapers, [books](#) on North Carolina families, [cemetery photographs](#), and more from North Carolina's genealogical past.

[Search for your family.](#)



## What else can you do?

Take a minute and [transcribe an online document for us.](#)

[Donate your family's Bible records.](#) (pdf)

[Invite us to speak to your group.](#)



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EXAMINE YOUR  
ANCESTRAL TIES



# THE FAMILY HISTORY FAIR



Saturday, October 26, 2013  
9:00am to 1:30pm

FREE Admission

N.C. Dept. of Cultural Resources  
109 East Jones Street, Raleigh

The annual Family History Fair celebrates links to our heritage. This year's program offers presentations and a panel discussion about the types of evidence used to trace family ancestry—from public records to the mysterious world of DNA.

10:00 a.m.

**Before the Vital Records Law: What's a Family Historian to Do?** will describe early alternatives to the recording of births, deaths, and marriages for families searching for older records.  
Archivist Debbi Blake, Department of Cultural Resources

11:30 a.m.

**Who's Your (Great-Grand) Daddy?: The basics of DNA testing for Genealogy** explores the enigmatic world of genes in the types and uses of DNA testing to reveal family links. Followed by a panel of individuals who will relate their own stories about genetic testing.  
Professional genealogist, Diane L. Richard, principal of MosaicRPM

9:15 a.m. - 11:15 a.m.

**Ask the Genealogist** offers 15-minute time slots for free consultations with members of the North Carolina Chapter of the Association of Professional Genealogists. This service is on a first-come first-served basis.

#### Visit with Vendors

Door Prizes - including a free online course from the National Institute of Genealogical Studies

Sponsored by the State Archives of North Carolina, Government and Heritage Library of the State Library of North Carolina and the Friends of the Archives

For more information please visit [www.ncdcr.gov/FamilyHistory](http://www.ncdcr.gov/FamilyHistory) or call (919)807-7450.





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# Questions or Reference Help?

**Kay Tillotson**

[slnc.reference@ncdcr.gov](mailto:slnc.reference@ncdcr.gov)

919.807.7460