Getting Started in Family History
State Library of Queensland
Online collections and resources training

What is Ancestry Library Edition?

Ancestry is a large database that contains thousands of databases of collections of records from all around the world used by people to research their family history. Public libraries in Queensland have free access to Ancestry Library Edition.

Key features:

- Quick name searches
  - Search across multiple records, countries and time
- Access to digitised images
- Continually updated and added to
- Access to previously inaccessible British and Australian records

Ancestry databases

Wide variety of records available including:

- England, Wales and Scotland censuses 1841-1911
- Civil birth, death and marriage indexes for England and Wales
- Selections of British parish records
- UK Incoming Passenger Lists, 1878-1960
- UK Outward Passenger Lists 1890-1960
- Australia-wide birth, death and marriage indexes
- NSW passenger lists 1826-1922
- Victoria passenger lists 1839-1923
- Some 20th Century Australian electoral rolls 1903-1980
- NSW – Sands Directories 1861-1933
- Various Queensland post office directories and Pugh's almanacs within "Australia, City Directories, 1845-1948"
- Queensland government gazettes 1903-1910

Home Screen - Two ways to get to "Search" screen

Four (4) ways to search – the closer you get to an individual index the fewer the results.

Searching

1. *Basic* and *Advanced* searches will search everything that is available in Ancestry Library Edition. A *Basic* search will provide a broad range of results. Using *Advanced* search and adding additional information such as date of death, parents' names or a spouse's name can help narrow the results.

Locating databases can help narrow the results:

2. <u>Explore by Location</u> provides an opportunity to locate databases and information from a specific geographical location.
   a. Click on the **black text** to locate indexes for a geographical area
   b. Click on the **blue text** to locate indexes from a specific country or state.
   c. Click on the collections icon 🏛 to view a list of related indexes, choose index and search

3. <u>Special Collections</u> (right hand side of search screen)
   a. Makes locating and searching specific collections in a subject area easier, such as locating "Australia, electoral rolls, 1903-1980" under "Census and Voter Lists"

4. <u>+Card Catalog</u> provides the ability to search for records from specific collections, locations or time periods.
   a. Search by Title or Keyword to locate a specific index.
   b. Filter by Collection, Location, Date and/or Language

General search tips

- Start with a broad search then slowly add information to narrow results
- Try different search terms
- Try combinations of search terms

General search tips, cont

- To locate all alternative spellings use wildcards
    - **?** when replacing a single letter within a name
      E.g. Sm?th searches Smith & Smyth
    - ***** when replacing more than 1 letter in a name
      E.g. John* searchs John, Johns, Johnson, Johnsen etc.
- For unusual spellings try limiting to:
    - Exact – searches for the exact spelling typed.
    - Sounds Like (or Soundex) and Similar – alternative spellings of a name
    - Phonetic – Useful for European names that are spelt different to way pronounced

Hints

- Indexing problems to be aware of:
    - Given and surnames may be reversed e.g. Munro Colin
    - Spelling may be inconsistent in original index/document e.g. Hunley for Stanley; Eyer for Eyre
    - Informal rather than formal names may be used e.g. Frank for Francis and Harry for Henry
- Be wary of making assumptions
- Ages may be inconsistent
- Be aware that 'Suggested Records' may not relate to your particular ancestor or may link to a different document altogether
- Indexes can be static so check government web sites as well e.g. Australian states' births, deaths and marriages indexes go beyond what's available on Ancestry Library
- Check original documents for context and crosscheck them with others e.g. Trove, other censuses, British Library newspapers; to see if the error is an indexing one or an inconsistency in the records.
- Search individual databases for more individualised results e.g. Australian Voter Lists
- Public Family Trees can be useful but be aware they are often incorrect so be sure to crosscheck any information

Explore Ancestry

Explore what is available but easily missed:
- Full Hamburg emigration lists
- Dictionary of Biography is available
- The *Illustrated London News* is searchable by name
- Check New Collections for recently added/updated collections

Trove: free, simple, accessible, online

What is Trove?

Trove is a searchable growing repository of full text digital resources. Trove is made up of eleven zones. The zones group together similar types of content http://trove.nla.gov.au. You can receive results from a search in all zones simultaneously or search each zone individually.
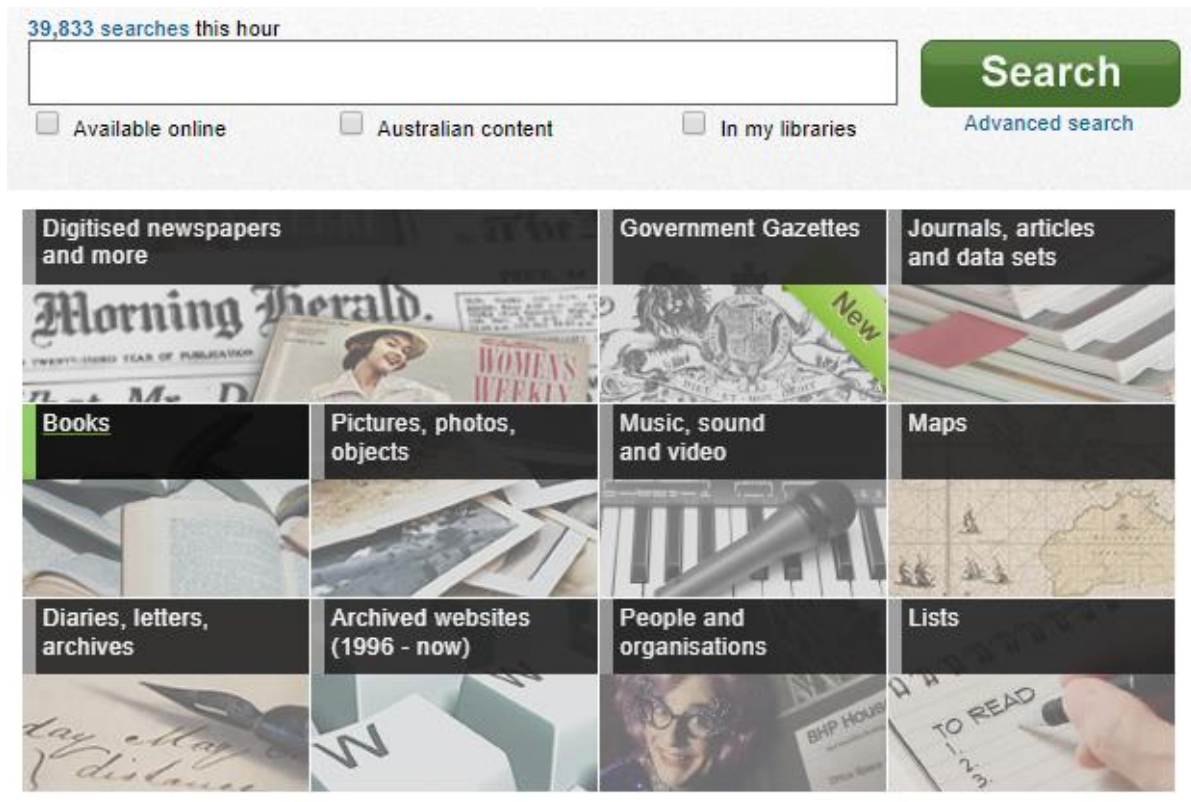
How is Trove useful in family history research?

- Helps you locate and use resources like newspapers, government gazettes and images
- Links directly to previously unsuspected or inaccessible details
- Provides clues to areas for further research, e.g. court records
- "Fleshes out" our knowledge of individual family members

Digitised newspapers on Trove

Digitised newspapers make up the largest of Trove's collections, enabling access to over 18.5 million pages from more than 1000 Australian newspapers. Newspapers range from 1800s to 1954 (outside copyright), as well as a number of newspapers published after 1955, where an agreement has been reached with the publisher. Each state library contributes titles. There is no charge.

Search Strategy

Select *"Digitised newspapers and more"* from Trove home page.
Click on *"Adv"* to select advanced search

Advanced search provides many options: Select by state, title, date range, newspaper item category, number of words, with or without an illustration, date/relevance order. Even after your search you can refine by many of these choices.

Click *Search*.

Take note of the options on the right hand side to find information in **other formats** in the same subject. If you don't find what you need, **refine your search**.

Click on the title of the article you wish to view.

Viewing an article

The left hand side will present the article's electronic text (this text can be corrected). The key words used in the search (Cornubia, Barney, Moreton Bay) will be highlighted.

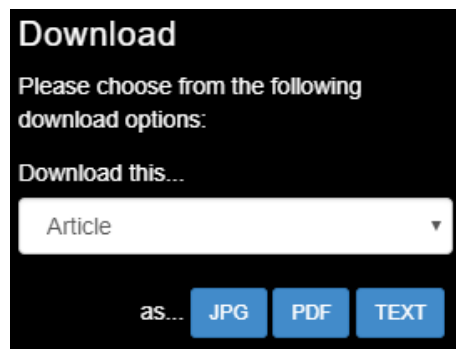**Image viewer**

Magnify or reduce the size of the article

Rotate the article view

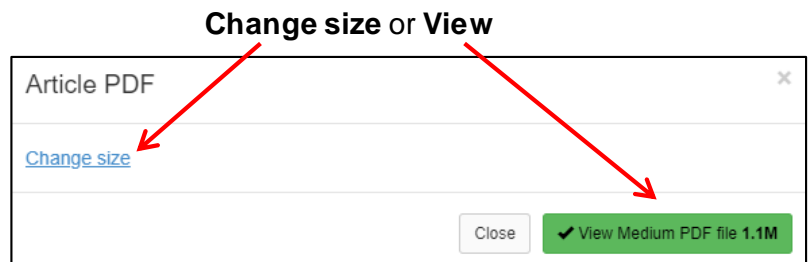**Move the article view around the screen**

Left click and drag the mouse to move the article around or use the box on the bottom right screen to move around the page.

Print an article

To print select the **Download icon** on the left side of text.

Select JPG, PDF or TEXT.

Change size or **View**

After the article opens use the save or print functions in your browser.

Targeted search: particularly important with common words or names

"phrase"	Use double quotation marks for phrases e.g. "ship Chyebassa"
(brackets)	Search for words in any order e.g. names (Henry Jordan)
AND, OR, NOT(-)	AND is default. Can use - sign instead of NOT. e.g. Convict AND ("Moreton Bay" NOT Brisbane) Convict AND ("Moreton Bay" -Brisbane)
fulltext:	Limit to specific term. Trove default searches for word stems, e.g. "May" also searches "mayflower" and "maybe". "text:May" searches for just "May"
~ near	Set maximum number of words between terms within quotation marks e.g. "Chyebassa ship"~3 – will have no more than 3 words between them
* wildcard	Use to widen a query. Use at least 3 letters before * and space after. e.g. Chy* ship*
Date:[xxxx TO xxxx]	Set date range to search e.g. date:[1920 TO 1930]
Use a form of address/initials:	Mrs May, Mr Black with phrase, near search or fulltext.

Search tips

- Use words in your search which are:
  - the most distinctive e.g. Rev for a minister of religion
  - those most associated with your search e.g. Chyebassa ship
  - forms of the time: Mrs J Wood rather than Elizabeth Wood; J E Wood rather than Jim Wood when a name is associated with a formal role. Be aware of variations of someone's name.

- Search beyond the specific place and/or state where an event occurred. If the matter is of high interest or there is a lack of news it may be reported in unexpected places.
- Be aware of the newspaper conventions e.g. a death might be reported under local and general or in the obituary column.
- Use a wide time frame e.g. a shipwreck in April 1865 might not be reported until the following month. Death notices might not appear until 2 months after the wreck.

Why is my search unsuccessful?

- Incorrect reporting e.g. Thomas Heffernan reported as Thomas Effort
- Missing or damaged newspapers.
- Newspapers have been scanned from microfilm of the originals, not the original paper version. Resulting problems include:
  - bound newspapers causing words to be distorted or disappear into the gutter of the binding.
  - poor quality paper causing "bleed through" from the other side of the page.
  - variable brightness and text clarity over a page
- Optical character recognition (OCR) has been used to reproduce the text on the left side of the page. Specific issues cause problems:
  - particular letters, dropped/upper case capitals, symbols
  - hyphenated words at the end/beginning of lines
  - poor print quality.

Help

- Use the Trove help centre: http://help.nla.gov.au/trove/using-trove
- See article "Newspaper Masterclass with Sue Reid"… https://www.tracesmagazine.com.au/2013/06/newspaper-masterclass-with-sue-reid-from-queensland-family-history-society/
- State Library of Queensland has the most extensive collection of newspapers for the state.
  - It extends beyond the collection on Trove and beyond 1954 to a current collection.
  - The newspapers are available on Level 3 on microform, online and in paper format.
- Place a request via Ask Us at the State Library of Queensland http://www.slq.qld.gov.au/services/ask-us

Trove: tags, lists and more

Tags

Tags are keywords or labels that can be added to items in Trove such as newspaper articles, books, or images.

They can be anything like a description of a topic, place, event, or person to a way to collect your research. Tags are a way to make searching more meaningful.

To access all items related to a tag, just select the tag from wherever you see it linked.
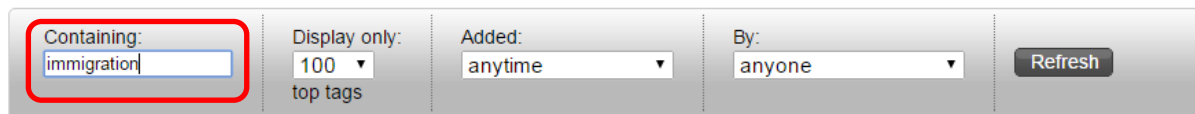
Search Tags

Click on *Tags* at top right of screen within Trove
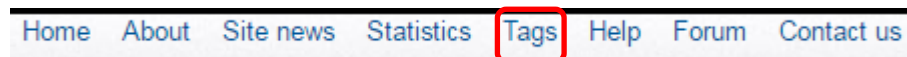
Click in the box under *Containing*, type in a word. Wait to see what tags come up. When you click on a particular tag you will see all items that have the same tag.

Lists

Lists enable you to link different items together i.e. images, books, newspaper articles

They can be used to organise your own research, link favourite resources together or create lists which you think can be helpful or useful for other people.

Search Lists

Publically available lists can be accessed in two ways:

- Through the *Lists* tile on Trove home page [bottom right corner]. Click on the text *Click here to view all lists available* (http://trove.nla.gov.au/list/result)
- Or enter your keywords into the search box to locate a list then click on the *Lists* tab
- Examples of lists used for a for book club, a virtual exhibition, or National Library of Australia curated lists can be found at http://help.nla.gov.au/trove/using-trove/creating-contributing/lists

Comments

Comments are added by Trove users to help provide relevant information such as:

- provide additional information about an item
- add information about events related to item
- provide links to related items in Trove

Although there is no specific search, they will show up within search results.

Creating and adding tags, lists and comments

For best results create a User account or login to your User account. [Top right corner]

Books / Journals, articles and data sets / Pictures, photos, objects

- Located at the bottom of the page under *User Activity*.
- Click on *Add a tag* next to Tags, Lists or Comments to open the box to add your text.
- With lists you can tick in box to add to an already created list or click in the box to make a new list, and name your list

[Public – anyone can see, Private – only you can see when you're logged in]

Digitised newspapers / Government gazettes

[Located to the left of the original text / digitised image.]

Click on *World icon* to view all 'Tags, Lists & Comments'

Click on *Tag icon* to see just 'Tags' then click on *Add* to open text box to add tag. Click on *Save*.

Click on *List icon* to see just 'Lists'. Click on *Add* to open text box. Select existing list or create a new list by clicking on [icon] and type in new name. Click on *Save*.

Click on *Comments icon* to see just 'Comments'. Click on *Add* to open text box to add a comment. Click on *Save*.

Text corrections

Only available with the Digitised newspapers and Government gazettes sections

- Help improve the accuracy in searches of the newspapers and gazettes.
- Provide better transcription printouts of an article's text.

Transcription appears to the left of the original document, and should match the text as originally published.

Some guidelines to follow:

- Where words are misspelt, correct spelling should be added as a comment. This is to ensure that the transcription reflects the spelling of the time.
- Exceptions include M' becoming Mc; obviously missing letters, minor errors where the same word has been spelt correctly elsewhere in the article.
- Punctuation and capitalisation as it appears in the original, including hyphens.
- Text can be added or removed using the +/- tool.
- A selected set of Special Characters can be added using the 'Insert Symbol' menu e.g. adding £ symbol

For further information see the Trove help page

http://help.nla.gov.au/trove/digitised-newspapers/text-correction-guidelines

Additional information

- A person does not have to be logged in to add a tag or comment.
- You can only delete a tag, list or comment that you have created, if you were logged in at the time of its creation.
- Be consistent with a tag by copying a tag you wish to repeat and paste it where next required
- To view tags, lists, comments, and text corrections you have created, login and click on your Username when it appears at the top right corner of the screen.

Need further information?

(07) 3840 7810 | http://www.slq.qld.gov.au/services/ask-us

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Queensland Government

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