

Getting Started in Family History

State Library of Queensland

Online collections and resources training

Trainer's Session Plan

Time: 2 ½ hours

About the session

This training session is about gaining skills and understanding of family history services, resources and concepts to get started in family history research. This program will outline resources available at your local public library and through other organisations to assist in family history research. Ancestry Library Edition is made available to every public library in Queensland for onsite use through State Library funding. Ancestry Library Edition is made up of billions of records. The training session also includes information about accessing Trove digitised newspapers a free service hosted by National Library of Australia.

Learning Intention: To search and browse *Ancestry Library Edition* and *Trove* digitised newspapers with confidence.

Equipment: Laptop, projector, screen or wall for projection, internet connection, print out of participant guides. Participants can bring along a laptop or tablet to follow the session.

Program timings: This program could be offered in the morning or afternoon; timings below are a suggestion and can be changed to suit.

Timing	Allocation	Activity	Resources
9.15-9.30am	15 minutes	Register participants, set up tea and coffee station for participants on arrival.	
9.30-9.40am	10 minutes	Welcome participants, acknowledgement of country ,	

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		housekeeping points to note for the venue.	
9.40-9.55am	15 minutes	<p>Introduction</p> <ul style="list-style-type: none"> • Trainer introduces themselves • Talk about State Library of Queensland, explains what State Library is and what services it offers to regional users. • Discuss aims of today's training session <p><u>Activity</u> Asks participants to introduce themselves and get participants to share if they have had any past experience with family history online.</p>	<p>Provide attendees with printed version of the <i>Getting Started in Family History guide</i>.</p> <p>PowerPoint presentation</p>
9.55-10.15am	20 minutes	Discuss what is <i>Ancestry Library Edition</i> ? Show participants <i>Ancestry Library Edition</i> and the diversity of resources on offer.	PowerPoint presentation [slides 1-6]
10.15-10.30am	15 minutes	<p>Demonstrate accessing <i>Ancestry Library Edition</i> via local library shortcut</p> <ul style="list-style-type: none"> • Key features and resources using Ancestry Library Edition • How to access Ancestry Library Edition using different entrance points to begin searching • Things to be aware of when using Ancestry 	<p>PowerPoint presentation [slides 7-19]</p> <p><i>Ancestry Library Edition</i> website</p>
10.30-10.50am	20 minutes	Morning tea	
10.50-11.05am	15 minutes	Browsing and searching using different search strategies	PowerPoint presentation [slides 20-29]

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		<ul style="list-style-type: none"> • Demonstration of the different ways to search • Basic Advanced, Special collections, card catalog • Examples 1-3 	
11.05-11.10am	5 minutes	<p><u>Activity</u> Time for participants to browse and familiarise themselves with Ancestry Library Edition.</p>	<i>Ancestry Library Edition</i> website
11.10-11.15am	5 minutes	<p>Hints & tips</p> <ul style="list-style-type: none"> • Name reversal, spelling errors. • Examples 4-5 	PowerPoint presentation [slides 30-32]
11.15-11.25am	10 minutes	<p>Demonstrate using other sources to locate material on Ancestry</p> <ul style="list-style-type: none"> • Example 6 	PowerPoint presentation [slides 33-39]
11.25-11.30am	5 minutes	<p>Summary</p> <ul style="list-style-type: none"> • Value of Ancestry 	PowerPoint presentation [slides 40-42]
11.30-11.40am	10 minutes	<p>An introduction to Trove digitised newspapers</p> <ul style="list-style-type: none"> • What is Trove and why is it useful to researchers? • Demo basic search 	PowerPoint presentation [slides 43-63] Trove Website
11.40am-11.45am	5 minutes	<p><u>Activity or Demo</u> Find a death notice for “George Nicholls Marshall” died Brisbane, 20 December 1951</p>	Trove Website
11.45-11.55am	10 minutes	<p>Demonstrate tags, lists and comments in Trove</p> <p>Users can explore more after the session.</p>	PowerPoint presentation [slides 64-74]

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11.55am -12.00 noon	5 minutes	<p>Demonstrate State Library's Family History pages</p> <p>Explain State Library's <i>Ask Us</i> Service</p> <p>Advantages of asking for assistance. Very helpful for regional members.</p>	<p>State Library Website [NB: URLs may change with new State Library website in 2019]</p>
12.00 noon	End of training session		

