

**STATE ARCHIVES  
AND  
STATE LIBRARIES**

# THE GENEALOGIST'S LITANY

From blind acceptance of printed genealogies

Good Lord, Deliver us

From unwavering trust in the infallibility of family tradition

Good Lord, Deliver us

From neglecting to acknowledge the contribution of others

Good Lord, Deliver us

From failure to document all sources of information

Good Lord, Deliver us

# THE GENEALOGIST'S LITANY

From vociferous pride in Royal or Mayflower lineage

Good Lord, Deliver us

For long suffering Town Clerks, Church Secretaries,  
Librarians, Local Historians, Registers of Probate,  
and of Deeds, plus all the Aunt Marys (et al) who so  
diligently probe the attics of their memories

We thank thee, Lord

New England Historic Genealogical Society Nexus (Newsletter) Vol. II, No.4

Aug 1985

# **HERTZ RENT A SITE**

**Don't be so quick to hit the search box!!**

# BEFORE YOU SEARCH A SITE

Spend some time reading the:

About

Help

Using

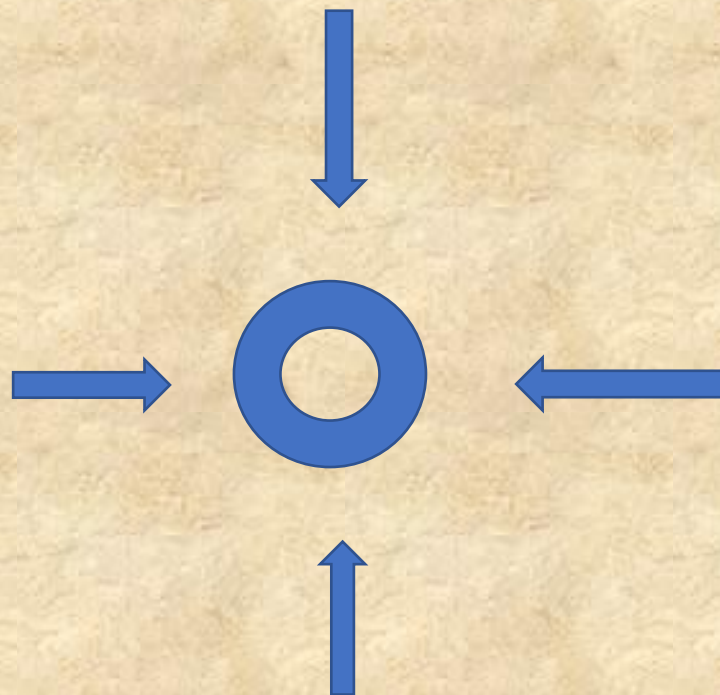
Finding Aids

Search / Advanced Search

Poke around: Get a feel for how it works

**Then dig in!**

You will have to approach the website from all angles



**SYNONYMS FOR STATE ARCHIVES AND  
STATE LIBRARIES** (*State* = Name of State)

*State* Archive **Online**

*State* Library **Online**

*State* **Digital** Archive / *State* **Digital** Library

*State* Collections / *State* Digital Collections

Library of *State*

# **SYNONYMS FOR STATE ARCHIVES AND STATE LIBRARIES** (*State* = Name of State) cont.

## **Special Collections** **Manuscript Collections**

*State* Electronic Records Archive

Special Libraries in *State* / Special Collections in *State*

**Guide to** *State* Archive / Library

**Digital Collections** / Digital Repository



# WHAT TO SEARCH FOR

Target Name

Surname

Surname + given name

“Name”

Surname + genealogy

Surname + location

Events connected with Target

Location

Occupation

Religion

Wills & Probate

# Search Tools

- Quotation Marks

“James Wilson” or “Wilson, James”. Limits your results to what you want.

- Use the Minus Sign

Tells the search what NOT to look for. James Wilson – New York – Vermont

- Get Site Specific Results

Use *site:URL address* before a term or terms to search your target only from a specific site. *site:familysearch.org*”James Wilson” – New York – Vermont

# Search Tools

- Search Only Page Titles

To make sure a search term appears in the title page of a document. allintitle: "James Wilson"

- Search A Date Range

Lets you seach multiple dates without entering them individually.

"James Wilson" 1800..1856-1857. The **NOT** stops the search past the dates you want.

# Search Tools

- Search For Terms Near Each Other  
Around (*a number*)  
“James Wilson”Around (10)1840 Will search for pages where James Wilson appears within 10 words of the date 1840

# **Differences among States**

**Separate State Archive and State Library**

**Combined State Archive and State Library**

**Subcontract to Ancestry.com**

**Online vs. Onsite**

# **Using Archives: A Guide to Effective Research**

<https://www2.archivists.org/usingarchives>

# FINDING AIDS



Finding aids are used to assist information professionals and researchers find materials in an archive

# **FINDING AIDS**

**Bing/Google “genealogical finding aids”**

**Good New – Bad News Online vs. Onsite**

**“You can’t always get what you want  
But if you try sometime – you just might find  
You get what you need”** Keith Richards / Mick Jagger 1969



# Sample Annotated Finding Aid

<https://www2.archivists.org/user/archives/appendix>

# Research Log

Target Name (Who are you looking for) Name Variations, Alias

Objective (What specific information are you looking for)

Known Information

Search Date

Source / Repository (Description or Website URL)

Collection

Record Set (s)

File (s)

## Research Log contd.

Hit (Positive Result)

Citation

Analysis (Connect the dots)

Miss (Negative Result)

Comments (What else did you find in the Record Set)

Any Clues to be pursued (Future Research Ideas)

Question (s) Raised

# SITE ARCHIVE GRID

[https://researchworks.oclc.org/  
archivegrid/](https://researchworks.oclc.org/archivegrid/)

# **SITE U.S. STATE ARCHIVES ONLINE**

<https://www.thoughtco.com/us-state-archives-online-1422754>

# LIST OF STATE LIBRARIES

<https://www.lib-web.org/united-states/state-libraries/>