



THE CLF NEWSLETTER

Vol. X

August 1996

No. 3

1,255 Clayton Library Friends!

Elizabeth Nitschke Hicks

The present Clayton Library Friends membership of 1,255 exceeds the record set in 1995 by 45! We will continue to accept members for the remainder of the 1996 membership year, which is January 1st to December 31st. "Friends" joining during the year receive a copy of *The CLF*

Exceeds record set in 1995

Newsletter printed closest to their date of membership (while supply lasts) and any quarterly newsletters yet to be printed for the year. Membership renewal notices are mailed each November.

Be sure to take advantage of the benefits of YOUR membership: *The*

CLF Newsletter, free workshops, escorted group research trips at special rates, membership meetings with informative speakers, and volunteer opportunities. Beginner's workshops are held twice a year, and intermediate workshops are held once a year.

Thank you for making 1996 another great year for Clayton Library and Clayton Library Friends! ■

President's Column

One of the major goals of this and the previous Executive Board has been to enlist more participation in Clayton Library Friends from the library staff. We are very pleased to announce that Margaret Tufts, reference librarian at Clayton library, will be our speaker at the general meeting on August 17th. Margaret's topic will be "Using the new E-Cat Card Catalog at Clayton Library and how to access the Internet with it." This is a date to definitely mark on your calendars. The key to Clayton Library is the card catalog, and this year it has been significantly enhanced by the intro-

duction of the new E-Cat (Everybody's Catalog) computer catalog system.

Margaret has been reference librarian at Clayton since February 1994. A native of California, she has been with the Houston Public Library five years.

The new catalog system is of special interest to her. There will be a handout of items she will cover that you can take with you and continue to use at the library. Also, the staff of Clayton Library is keeping a directory of Internet addresses that pertain to genealogy. Margaret will also give you some of that information. So this is a meeting that you will not want to miss.

Every year the collection at Clayton Library seems to grow by leaps and bounds. Just since the 1994 NGS

conference, the collection has grown significantly, especially over the past year. Clayton Library Friends' major contribution this year has, of course, been the Soundex film for 1920. But two more major acquisitions have come to our library.

One of these acquisitions is the Mississippi state tax lists, a collection of 80 rolls of microfilm containing, by county, the tax lists of Mississippi from statehood up into the twentieth century. (Clayton library already has the colonial tax lists that cover the period from 1797-1817.) This microfilm was purchased with a cash gift from the Exxon Volunteer Involvement Fund in honor of the volunteer activities of CLF members Eva Cunningham and Norman Crook. The film is available for use now on the second floor in the microfilm cabinet containing other Mississippi records.

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NEXT MEETING:
Saturday, August 17th
Montrose Library
4100 Montrose
10:15 a.m.
SPEAKER:
Ms. Margaret Tufts
TOPIC:
"Using the new E-Cat Catalog
at Clayton Library"

CLAYTON LIBRARY FRIENDS

P. O. Box 271078

Houston, Texas 77277-1078

Established 1987

Clayton Library Friends is a tax-exempt, non-profit organization under IRS Code 501(c)(3). The sole purpose of CLF is to enrich the resources and facilities of the Clayton Library Center for Genealogical Research.

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Individual \$10.00
 Two people (same address) .. \$15.00

Special Friends

Contributor \$1 to \$49
 Donor \$50 to \$99
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 Sponsor \$250 to \$499
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Clayton Library Friends Financial Report

(April 1 through June 30, 1996)

CHECKING ACCOUNT—First Interstate

Starting Balance \$ 22,754
 Unrestricted Funds \$ 8,107[†]
 Restricted Funds
 Binding 715
 Endowment 446
 Other 2,130
 CLF operating funds 11,356

Deposits, total 32,008
 Unrestricted 30,922
 Restricted
 Binding 6
 Endowment - 0 -
 Andrea 390
 CLF operating funds 690

Withdrawals, total 3,927
 Unrestricted - 0 -
 Restricted
 Binding 677
 Endowment - 0 -
 Other 154
 CLF operating funds 3,096

Ending Balance 50,835
 Unrestricted 39,029[‡]
 Restricted
 Binding 38
 Endowment 446
 Other 2,366
 CLF operating funds 8,950

ENDOWMENT FUND—Univ. State Bank 13,534
 Certificate of deposit #1 12,540
 Savings account 994

Frank L. Worley, Jr., Treasurer

[†] Due to an accounting error in the March 31st report, the ending balance for unrestricted funds was shown as \$7,966. The correct figure is \$8,107.

[‡] Most of the funds in this account are encumbered for the 1920 soundex film, which has been ordered but not received.

11% increase noted in library use

Clayton Library was used by 81,152 researchers during the twelve-month period ending June 30, 1996. This is an 11% increase over the 73,031 who used the library during that same period last year. ■

Let's talk of graves, of worms, and epitaphs†

by Trevia Wooster Beverly

The author is a member of the Harris County Historical Commission and an active cemetery preservationist, who offers help to those seeking to restore and preserve old cemeteries or obtain Texas State historical markers.



CEMETERIES seem to be the favorite haunt of the family researcher, but often distance precludes a physical visit. Clayton Library can help remedy that!

This article will discuss some of the cemetery research material available at Clayton and will provide the reader with useful information on how to best use this material. When I was asked to prepare this article, I already knew there was a vast amount of material.

What I was not sure of was how

I could present the topic in such a short space—but off to the catalog I went!

If you haven't yet used the new Everybody's Catalog (E-Cat), what an experience you're in for! E-Cat gives us the possibility of accessing a tremendous amount of material. I discovered, for example, that there are 1673 titles in the Houston Public Library system containing the word "cemetery." And that does not include related titles/terms such as graveyards (24), burial places (9), epitaphs (120), sexton records (6), tombstone inscriptions (199), or church yards, death records, grave markers, funeral home records, etc. Of course, not all of this material is available at Clayton, and not all of it will contain genealogical information.

If you know the name of the cemetery and its location, it will be fairly easy to determine if Clayton has a publication or film on that cemetery. Just enter the name and location of the cemetery into E-Cat. If you do not know the cemetery name and would like to obtain a list of the cemeteries for which publications or microfilms exist, then, again, E-Cat can help. The entry "Harris County, Texas, Cemeteries" will yield a list of all Harris County cemeteries that have been published and are in the system—those at Clayton will be so noted.

The small, selected list of works described in the following paragraphs will show the reader a variety of titles under which our nation's cemeteries are listed.

Mr. & Mrs. R. D. Gray's *Gray's Cemetery Records* (Fort Worth: American References Publishers, 1968) (976. G781. USA) covers selected cemeteries in Texas, Arkansas, Colorado, Oklahoma, and Missouri. The Texas selections are from Cherokee, Clay, Jack, Montague, Palo Pinto, Parker, Comanche, Eastland, Johnson, Knox, Callahan, and Wise counties. Note that this book is in the USA section, a perfect example of why we should look both in the state section and in the USA section.

Madeline Siekman Mills' *Relocated Cemeteries in Oklahoma and Parts of Arkansas, Kansas, and Texas* (Tulsa, 1974), while covering more than one state, will not be found in the USA section but with the Oklahoma books (976.6 M657 OK).

Another instance of a multi-state reference not shelved in the USA section is Robert Foster Johnson's *Wilderness Road Cemeteries in Kentucky, Tennessee and Virginia* (Owensboro, Kentucky: McDowell Publications, 1981) (976.9 J68 KY). This should show us how important it is to browse not only the shelves but to learn to use the catalog.

John Ogden Leal's *Index of the San Fernando Archives: San Fernando Church Burials 1744-1760* (San Antonio: privately published, 1975) (976.4351 138 TX), which includes marriages and other church notations, consists of photostat pages from the original books. In this case, had you not known the name of the church, but entered "church burials" into E-Cat, you would have come up with this title.

Thomas Bridgman's *Epitaphs from Copp's Hill Burial Ground, Boston: With Notes* (Bowie, Maryland: Heritage Books, 1989) (974.4 B852 MA) was originally published in 1851 and includes the epitaphs found on Suffolk County

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† William Shakespeare, *King Richard II*, act 3, scene 2.

Let's talk of graves... (Continued from page 3.)



gravestones (in addition to a register of births, etc.). The key word is *epitaph* rather than *cemetery*, but if you wanted the Copp's Hill cemetery, here it is!

Mrs. Mark Joseph Nash's *Bodies Removed from the Camp Hood Area and Reinterred in Gatesville, Killeen and Copperas Cove Cemeteries* (typescript; Killeen, Texas: 1978) (976.4 N252 CORYELL) is, of course, to be found with the Texas books (the only state books shelved by county designation).

Jerri G. Chasteen's *Our People and Where They Rest Master Index: An Index to 1,043 Old Cemeteries Within the Boundary of the Old Indian Territory* (Pryor, Oklahoma: Jerri Chasteen, 1995) (976.6 C489 OK) is a major source of cemetery data for the Oklahoma Indian territory.

Mark Hughes's *Bivouac of the Dead* (Bowie, Maryland: Heritage Books, 1995) (973 H897 USA) will not give you names and dates of individuals but will provide lists of burial sites for the Civil War (Union only) and Indian Wars periods. Other books will guide you to our national cemeteries and others of specific military interest; a good example is Carolyn Reeves Ericson's compilation, *Confederate Soldiers Buried at Vickburg...* (St. Louis: F. T. Ingmire, c1981) (976.2 C748 MS).

Numerous county histories, especially those published in recent years, will include not only a listing of the cemeteries within that specific county, but, like *Heritage and Progress, History of Grimes County, Texas* (Navasota, Texas: Grimes County Historical Commission, 1982) (976.4243 H673 GRIMES), they will often give transcriptions of the individual cemeteries.

Examples of cemetery-related works to be found in Clayton's foreign collection include *A Guide to Irish Churches and Graveyards*, compiled under the direction of Brian Mitchell (Baltimore: Genealogical Publishing Company, 1990) (941.5 G 946), and *Directory of Graveyards in the Dublin Area: An Index and Guide to Burial Records* (Dublin: Dublin Public Libraries, 1990) (941.5 D598), both in the Ireland section, and Revalee and Robert Kim Stevens' *The Protestant Cemetery of Rome: The Register of St. Paul's Within The Walls* (Baton Rouge: Oracle Press, 1981) (945 S845 ITALY).

General directory listings include the 11-volume set, *Omni Gazetteer of the United States of America* (Detroit: Omnigraphics, Inc. 1991) (917 O55 USA), which is

divided into regions. Although every cemetery in the U.S. is not listed, this is an excellent source to help identify possibilities, as is John "D" and E. Diane Stemmons' *The Cemetery Record Compendium, Comprising a Directory of Cemetery Records and Where they May be Located* (Logan, Utah: Everton Publishers, 1979) (973 S824 USA). Another general resource is *Cemeteries of the U.S.: A Guide to Contact Information for U.S. Cemeteries and Their Records* (Detroit: Gale Research, Inc., 1994) (929 C394 USA). Directories are essential tools that will enhance your research capabilities, and many have been compiled at the state and local level. Representative state compilations include such works as *Oregon Cemetery Survey* (Salem: Oregon Department of Transportation, 1978) (979.5 O66 OR) and Kim Parson's *A Reference to Texas Cemetery Records* (Humble, Texas: privately published, 1988) (976.4 P332 TX). At the county level are such detailed works as Trevia Wooster Beverly's *At Rest: A Historical Directory of Harris County, Texas, Cemeteries (1822-1992)* (Houston: Tejas Publications & Research, 1992) (976.414 B571 HARRIS). Publications such as Douglass Milburn's *Our Ancestors' Graves: Houston's Historic Cemeteries* (Houston: Houston Public Library, 1980) will bring the subject down to the city level. These types of directories can be found for a large number of states.

Published obituaries are excellent sources for finding the cemetery in which an ancestor is buried. One example is Betty Couch Wiltshire's *Mississippi Newspaper Obituaries, 1862-1875* (Carrollton, Mississippi: Pioneer Publishing Co., 1994) (976.2 W756 MS).

Periodicals are a vital source of information on all levels. *PERSI*, the 15-volume *Periodical Source Index* (Fort Wayne, Indiana: Allen County Public Library Foundation, 1987) (016.929 P445 USA), is perhaps the best source to use. [See Gay E. Carter, "Perusing the *PERiodical Source Index*," *The CLF Newsletter*, vol. 9, no. 4 (November 1995), pp. 4-5.] In *PERSI*, you will want to look up not only the word *cemetery* but other related words, just as you would in E-Cat. In addition to *PERSI*, there are other excellent published indexes for specific periodicals and journals. One such work is Trevia Wooster Beverly's *25-Year Topical Index to Stirpes, Quarterly of the Texas State Genealogical Society (1961-1985)* (Houston: Tejas Publications & Research, 1986) (GEN PER TX), with 110 listings under "cemeteries." A second example is Thomas A. Dorrough's 5-volume set, *Index to Cemeteries Listed in Tap Roots*, (976.1 T172 AL), for Alabama and Georgia. Your own search will turn up similar references in your specific area of interest.

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Let's talk of graves... (Continued from page 4.)

There will be times using E-Cat when you will pull up a title and see the notation "no status location." I've received a couple of different answers on this, so check it out carefully. It is possible that the book has been received and is still in processing, i.e., not yet available for use. This was the case with Jeannette Holland Austin's *30,638 Burials in Georgia* (Baltimore: Genealogical Publishing Company, 1995). I anticipate that this 708-page book will be an excellent resource once we get it. The same "no status location" was found on the entry for Avis Deavers' *White Church Cemetery* (Taylor County, Texas: privately published, 1972); I suspect this one is already in the system and the listing needs updating.

The finding aids to our microprint collection will unveil numerous items among the film and fiche. To look for your state of interest in the finding aids notebooks, go to the state and county you are researching and see what you find. In the Missouri binder, I found an unexpected treasure. Three xerox pages from the *St. Louis Review Christian Burial Supplement*, "A History of St. Louis' Catholic Cemeteries," gives data on these cemeteries that vary in date from 1770 through 1984. Read this before going to the particular cemetery fiche; it may save you some time and will give you valuable history on the eleven Archdiocesan cemeteries in the metropolitan St. Louis area. Other material found through the use of our microfilm finding aids include *Death & Funerals from the Dallas Morning News, 1955-1957* (7 reels); and *Galveston County, Texas: Index to Deaths & Burials 1800's-1910* (13 reels).

Returning for a minute to the use of E-Cat: It is important to point out one very useful feature of the systems that is sometimes overlooked: When you pull up the "Magazine Index" and enter a selected topic, you will see, beside the date of the article, the word "Text." You may then access the full text of that article. One such article, by Fouad Ajami, is "The Graveyards of Jerusalem," from the September 11, 1989 issue of *The New Republic*. This article mentions several interesting people, including Sir William Matthew Flinders-Petrie, an Englishman (1853-1942), a portion of whose body is buried in Jerusalem (which part of the deceased is missing and why?), and Flight Lieutenant Walter Achilles of the Bavarian Flying Squadron (1881-1917). The article also makes mention of the remains of German soldiers who fell in World War I, of a corner reserved for British soldiers who fell in the Arab Rebellion of 1936-39; of Allied soldiers (perhaps some Texans) who fell in World War I; and of the unknown soldiers. This is just one example of the kinds of cemetery-related material one can access through E-Cat, a powerful new tool available at Clayton and other Houston Public Library branches.

Assignment space limits the amount of material that can be covered here; however, I would encourage researchers to further explore the use of E-Cat, to browse the finding aids collection, and to examine some of the references noted in this article. Cemetery research can yield very valuable information, and, as illustrated here, much of that research can be done right inside our wonderful Clayton Library! ■

Gifts-in-Kind

Do you need a roll of film, a particular microfiche, or a book not currently in the Clayton Library? If so, consider acquiring the item and then donating it to Clayton after you finish using it. There are several advantages to doing this:

- The gift is tax deductible
- Others will have access to the material
- Clayton will house it (less clutter at home)
- You will still have access to it
- Clayton will recognize your gift with a nameplate

If you would prefer to join others in purchasing an item and providing it to the Library as a gifts-in-kind, please

contact one of the following individuals:

- John Dorroh, Coordinator for Alabama, (713) 781-2741
- Liz Hicks, Coordinator for Georgia, (713) 944-1118
- Charlie Jensen, Coordinator for Texas, (713) 467-9514

Not sure what resources exist beyond those already at Clayton? The staff at Clayton or one of the coordinators listed above can help you.

It is the intent of CLF to maintain an aggressive, on-going Gifts-in-Kind campaign, and we welcome volunteers who would like to coordinate the acquisition of assets for states or countries other than those mentioned above. If you would like to participate, please contact Charlie Jensen, Chairman, Gifts-in-Kind Committee, (713) 467-9514. ■

The National Union Catalog of Manuscript Collections: An untapped source

by Karen Stein Daniel, C.G.

This edited article first appeared in the PGST News, vol. 7, no. 1 (Spring 1990). Karen Stein Daniel is a Certified Genealogist and immediate past president of Clayton Library Friends.

As genealogists, we are always on the lookout for new sources with which to facilitate the search for our ancestors. One extremely important and useful source has been virtually ignored by many family researchers. That source is the world of manuscript collections held in non-governmental repositories.

In America today, there exists over 1400 institutions who actively collect manuscript materials, records created primarily by the private sector: individuals, churches, schools, and businesses. These collections may also contain official public records that once belonged in the county courthouse but, for various reasons, are no longer there.

How does a researcher go about accessing these manuscript collections? An important database for locating manuscript material is found in the *National Union Catalog of Manuscript Collections*, generally known as the *NUCMC*. From 1959 to 1993, the *NUCMC* was a comprehensive, ongoing project of the Library of Congress to catalog manuscript holdings that had been reported to the Library of Congress by repositories all over the United States. The result was a series of twenty-nine volumes describing more than 70,000 collections. The *NUCMC* can be found in most major university and research libraries and is available at the Houston Public Library Central Branch. The call number is CEN R018.IN277.

Several types of indexes exist for the *NUCMC* to assist users:

(1) A geographical guide to all repositories is found in the 1993 volume and covers the 1959-1993 issues. This guide replaces the previous guide covering the years 1959-1981. Under each state, the searcher will find an alphabetized listing of the repositories that reported their collections, together with the years in which each of them reported.

(2) An index to repositories is found at three- to four-year intervals. In 1993, a general guide was published to repositories divided by type of repository and subject.

(3) A subject index was issued annually with a cumulative index every four to five years. Eight cumulative and nine total indexes exist. The subject indexes contain listings for every personal name, every place name, and every subject mentioned in the collection description provided by *NUCMC*.

The numbers referred to in the subject index after an entry are identification numbers assigned by the Library of Congress. The first two numbers stand for the year of publication; these are followed by the numerical listing of that collection on the page of the actual *NUCMC* catalog.

EXAMPLE: Levitansky 85-27

To find the above collection description, you would go to the 1985 volume, then search numerically until you find collection #27.

MS 85-27

Levin, Etta L., 1896-

Genealogy of the Levitansky family, 1955-1980. ca. 200 p.

In: American Jewish Historical Society collections (Waltham, Mass.).

Genealogy beginning in 1794 of the Levitansky family, originally from Suwalki, Poland, claiming heritage from 15th century Spain and the clan Baranis, and connections with the Paradisthal (or Paradise) family of

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NUCMC (Continued from page 6.)

Chicago, Ill. Includes photos, newspaper clippings, and descriptions of family events. Descendants include Boris Leavitt, Dr. Samuel A. Levine, Dr. Abraham L. Levin, and Dr. Max Levine.

Gift of Etta L. Levin, 1980.

Every collection description is set up in the following standard format:

- (1) The top line is the collection's name in *NUCMC*, the name by which it is supposedly known or designated by the repository.
- (2) After the title come the dates encompassed by the collection. These dates are the earliest and latest items contained in it.
- (3) The size of the collection follows. This can be described in terms of number of items, volumes, boxes, feet, and other designations.
- (4) The next item is the location of the repository.
- (5) This is followed by the collection description. The descriptive section is the most important part of the entry but is meant only to be a general finding aid, not a detailed description. When you find a collection that looks promising, you should check the repository's own guide to the collection for a more complete description.

(6) The next line after the description may give information on an index, a detailed guide, or inventory to the collection in the repository.

(7) The last line gives information about how the collection was acquired, either by gift, purchase, or deposit.

Although it was decided that the 1993 volume would be the last printed product of the series, the *NUCMC* team planned to continue producing a catalog on the Research Libraries Information Network (RLIN) for manuscript collections held by repositories unable to make such information available themselves. This project has not yet begun. The Library of Congress also plans to investigate cooperating with others to create a comprehensive machine-readable *NUCMC* database, created from many sources, and to be available to researchers electronically, on-line via a bibliographic utility, over the Internet, or on CD-ROM.

Because of the nature of manuscript materials, the researcher using them must possess time, perseverance, and creative thinking. The rewards can well be worth the effort. The breadth of manuscript holdings is limitless, from family and business papers, letters, diaries, and photographs, to court, military, and asylum records. The records you may find could prove invaluable in searching within a burned county or provide a vital clue for an elusive ancestor. As we progress in our research abilities and knowledge of methodology, we must be willing to venture into new and untapped source materials. Genealogists are missing a valuable opportunity for discovery by not using the *NUCMC* to its full extent. ■

Status of 1920 Soundex Microfilm:

Owned by Clayton Library: Texas, Arkansas, Louisiana, Oklahoma, Alabama, New York, New Jersey, Mississippi, Tennessee, Georgia

On order by Houston Public Library: Illinois
On order by CLF: Kentucky, Missouri, Iowa, Indiana, California, Vermont, Alaska, Military



CLAYTON LIBRARY FRIENDS BEGINNERS SEMINAR

Date: Saturday, September 28, 1996
 Time: 9:00 a.m. to 1:00 p. m.
 Place: Judson Robinson, Jr. Community Center
 2020 Hermann Drive (Parking available next to building)

"How to Use Clayton Library Effectively"

finding books and periodicals, CARL, CD-ROM, & more!

Margaret J. Harris, Assistant Manager, Clayton Library Center for Genealogical Research

"What You Need to Know Before Going to the Library"

tips for beginning genealogical researchers

Emily Croom

Author of *Unpuzzling Your Past* and *The Genealogist's Companion & Sourcebook*

>>>> Seating is limited to 100 <<<<

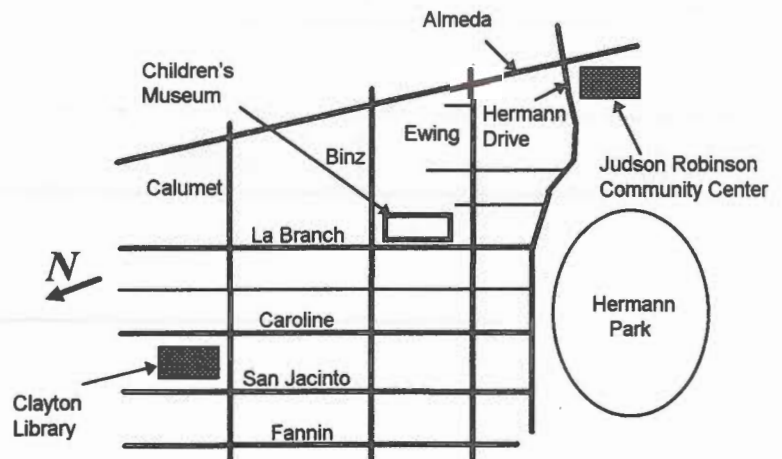
DEADLINE FOR REGISTRATION IS SEPTEMBER 18, 1996

Please note:

You must be a member of Clayton Library Friends, and you must pre-register in order to attend.

Registrations received after September 18th will be placed on a waiting list.

For more information contact Gay E. Carter at 480-4255 (after 5 p.m.)



REGISTRATION FORM:

Name: _____

Address: _____

Telephone: (Day): _____ (Evening): _____

____ Member

____ New Member (dues enclosed)

Mail to : Clayton Library Friends
 Beginners Seminar
 Attention: Gay E. Carter
 P.O. Box 271078
 Houston, TX 77277-1078

❑ BEGINNERS COLUMN

Be Re-SOURCE-ful!

by Gay E. Carter

WE'VE all done it. Just getting started in genealogy, we get caught up in the thrill of the chase and grab any old piece of paper to jot down our exciting discovery before it gets away. But there's a catch: If we don't *also* jot down the *source* of the information, it is as good as lost. If you've ever prepared a research paper in school, you've already learned the skills you need for documentation. Remember those endless 3x5 cards? Why do we tend to "forget" these research habits when we get to a genealogical library? The same rules apply, no matter what the project is.

The primary purpose of citing a source (other than giving credit where credit is due) is to enable you or another person to find the same information again by consulting that source. In other words, as long as someone can find it, you've fulfilled the requirements of documentation. As an example, "Records of Tallahatchie Co., MS" is not enough information to find a desired fact, but if instead you cited "Marriage Records of Tallahatchie Co., MS, Book 4, p. 81," you have given your descendants exact directions for looking at the same record you did. Even better would be "Marriage Bond of W. T. Waters and Miss S. D. Frierson, 11 March 1882, Tallahatchie Co., MS, Marriage Records, Book 4, p. 81."

Standard guides for "correct bibliographic form" are Turabian's *Manual for Writers*, the *MLA Handbook*, and *The Chicago Manual of Style*. Practical guides for electronic resources are the latest edition of the *MLA Handbook* (4th, 1995) or Li's *Electronic Style*. The problem with the standard guides is that they often do not show how to handle many common genealogical record types. At the present time, Richard Lackey's *Cite Your Sources* is the closest genealogists have to a standard bibliographic form for genealogical materials. Whether you follow Lackey exactly or adapt his guidelines to fit your needs, you will find his examples very useful in learning the important elements to include in your citations. Another good source for examples of acceptable documentation is the *National Genealogical Society Quarterly*. Take a look at any of the articles in *NGSQ* and check out

the references. Elizabeth Shown Mills, editor of *NGSQ* and known champion of genealogical documentation, gives a simplified guide to citing sources in her article in the September-October 1979 *Genealogical Helper*.

Certain key elements should appear in any citation: author (originator), title (description), publication information (place and publisher or journal and volume), date, and specific page numbers:

Margaret Matthews Cowart, *Old Land Records of Limestone County, Alabama* (Huntsville, AL: M. M. Cowart, 1984), p. 79.

The problem with many genealogical sources is that they don't fit into neat categories. But you can still use the basic elements as a guide. A court record won't have a personal author, but the court itself could be considered the originator of the record. A deed doesn't have a "title" in the strict sense, but a description of the record and the parties involved will serve (e.g., "Deed of Sale from William Howard & Mahalia Howard, his wife to Jno. G. Edwards, 26 November 1860..."). In a citation for a published work, the date follows place of publication; for a court record, the date of the transaction should be part of the description. The "place of publication" becomes the county and state as well as the bound volume used (De Soto Co., MS, Deed Book S, etc.). Specific page numbers are usually applicable in either case. An additional element helpful for genealogical sources is a statement of the physical location. Did you see the original deed book in the county court house or did you view microfilm at a library? If you found the record on microfilm, for instance, you should note that at the end of the citation (e.g., Family History Center Microfilm No. 0894278). The complete citation would look like this:

Deed of Sale from William Howard & Mahalia Howard, his wife to Jno. G. Edwards, 26 November 1860, De Soto County, MS, Deed Book S, pp. 80-81, Family History Center Microfilm No. 0894278.

(Continued on page 10.)

Be Re-SOURCE-ful! (Continued from page 9.)

If you use material that is not a public record or a published source, describe it completely and tell where it is. For example, I cite my great-aunt's scrapbook as follows:

Sallie Glasscock Giberson (1884-1966), "A Record of My Family," unpublished journal and scrapbook in possession of compiler.

I have even cited my grandmother's wedding ring!

It is tempting to feel that a notation of "1850 Census" is enough of a reference for census information. Census records and indexes are so readily available, surely anyone could find the family. But what if you wanted to double-check your information five years from now? Would you remember the page number? Or any special tricks about finding that family (the name was spelled differently, the pages were not numbered consecutively, etc.)? If you note down everything about that census entry while you are looking at it, it will save you and others time and confusion later on. The following example is an adaptation of Lackey's suggested format:

1850 U.S. Census (Free Schedule), De Soto Co., MS (Northern District), p. 421(b), dwelling 786, family 786, lines 23-34 (family of Wm. Howard), National Archives Microfilm M432, Roll 371.

More and more genealogists are using electronic media in their research. The same general guidelines can be followed. After all, a CD-ROM is simply a format—you still have a publisher and other familiar elements of publication. Just be sure to include the format as part of the citation. If you use a worldwide web page, keep in mind the test for good documentation: Can someone else find what you found? Consider such things as who is the author of the web page, does it have a title, and what is its address. Remember that web sites often disappear. To be safe, you will want to preserve the information on a printout. The important thing is to explain where you found your facts:

Land grant of Thomas Glascock, Richmond Co., VA, 20 June 1715, in *Land Office, Northern Neck Grants* [On-line], 12 July 1996, available WWW: <http://leo.vsla.edu/lva/lva.html> The Library of Virginia, Electronic Card Indexes, *Land Office, Northern Neck Grants*, Gill - Card 80 of 127.

Many beginners as well as some veteran researchers feel that too much emphasis is placed on documentation. Why should it matter, they say, we're only doing this for fun. But the harsh truth is that if we cannot back up our

facts with sources, our work is virtually useless to anyone else. This is becoming even more of a problem with the advent and accessibility of computerized information. Many people enjoy the ease of sharing their data by swapping GEDCOM files but in their excitement blithely accept undocumented data. John V. Wylie, speaking at the 1994 GENTECH Conference, declared: "When I receive a GEDCOM file . . . the first thing I'm going to want to do is verify whether or not that person's sources are reliable. If they didn't cite sources, then I consider it free disk space—I can erase and use that disk for something else."

Get in the documentation habit *now*. If your long-lost 3rd cousin calls you and starts filling in those gaps, *date* the paper you use for taking notes (you can use the interview citation format for this information). In the library, used preprinted forms, notebook paper, or 3x5 cards to write down the date, the library, the call number, and all the bibliographic details of a source *before you take any notes*. If you already have a lot of information recorded on family group sheets, go through the exercise of asking *for each piece of data*, "how do I know this?" You will be amazed at how quickly documentation becomes important to you!

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- Mills, Elizabeth Shown and Gary B. Mills. "How to Properly Document Your Research Notes." *Genealogical Helper* 33 (September-October 1979): 7-10.
- Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 6th ed. Chicago: University of Chicago Press, 1996.
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President's column*(Continued from page 1.)*

And more good news: CLF has purchased the microfilm of the Leonardo Andrea collection. Andrea was considered the premier authority on South Carolina research; however, his papers also include material on other states. For many years after his death, his family did not permit all libraries to have open access to these records. But now the collection is available, and we will own all the microfilm, including Andrea's family folders, correspondence files, and miscellaneous files. This excellent addition to our collection will be available for use in late August.

All the news about Clayton library and Clayton Library Friends is good. We are justifiably proud of our past accomplishments and continue to strive to keep Clayton Library one of the best in the country. Our efforts have helped make it so.

John Dorroh

Final report on 1920 Soundex drive

Jerry Betsill

Thanks to the over 400 CLF members who donated to the 1920 Soundex drive, we have placed microfilm orders totaling \$43,508. As soon as this film is received, we will have over 55% of the 1920 Soundex available at Clayton. For those of you who would like to put it to use, the Mississippi and Tennessee film is already in place, and all film should be received by August. This represents a very significant purchase for the library and one which was made possible only because of the widespread and enthusiastic support of the CLF membership. ■

In-library volunteers needed

Clayton Library is in need of volunteers to re-shelve books and to staff the second floor microprint desk.

Shelving volunteers are needed Monday through Saturday to work three shifts: 10 a.m. to noon, noon to 2 p.m., and 2 to 4 p.m. Volunteers are especially needed on Saturdays, a very busy time for the library. To become a shelving volunteer you must attend a 1½- to 2-hour class (given by a member of the library staff) and be registered as an in-library volunteer.

Microprint desk volunteers are needed for the 12:30-2:30 p.m. shift the first Saturday of each month, the 2:30-4:30 p.m. shift for all Saturdays, and to work on a substitute basis.

If you have at least 2 hours per month to give and are interested in either of the above, please contact Liz Hicks (713) 944-1118. ■

Salute to CLF volunteers George and Loretta Thompson

How many times have you written a call number on one of the small pieces of paper from the paper boxes on the tables at Clayton? Did it occur to you that someone not only had to cut paper for the boxes but had to seek donations of letter and computer paper for these handy slips we all use?

Clayton Library Friends would like to take this opportunity to salute and thank fellow "Friends" George R. and Loretta Pair Thompson for providing this service for the past three years! We appreciate your work and thank you for your service and dedication.

Donations of paper appropriate for this use may be left in the CLF office at Clayton. ■

African-American source at HPL's central branch

Gladys Rutledge Edwards

Many biographical and historical works on African-Americans are available at the Central Branch of Houston Public Library.

One very important work is *Black Biography, 1790-1950: A Cumulative Index* (Randall K. Burkett, Nancy Hall Burkett, and Henry Louis Gates, Jr., editors; Alexandria, Virginia: Chadwyck-Heale, 1991). This is a three-volume set indexing the 297 titles that are included in the microfilm set *Black Biographical Dictionaries, 1790-1950* ([Alexandria]: Chadwyck-Heale, [1987]). Entries on each person often provide birth date, occupation, religion, and fraternal membership. The call number for both is 920.009296 B627.

Mr. Blaine Davis, manager of the Social Sciences Department has advised me that the index is kept on top of the microfiche case instead of in the regular reference collection. He hopes that this will be more convenient for researchers. ■

Repeat of CLF Beginners Seminar offered

If you missed our Beginners Seminar in March, you have another chance! Mark your calendars for the repeat of our 1996 Beginners Seminar. The seminar will be held on Saturday, September 28, 1996, 9:00 a.m. to 1:00 p.m., at the Judson Robinson Community Center. Featured speakers are Margaret J. Harris and Emily Croom. For more information, see the flyer on page 8. ■

□ WHAT'S IN THE LIBRARY

California Information File

Clayton Library has just acquired the California Information Files, a set of 550 microfiche of a special file belonging to the California State Library. This set is an index of early newspapers, periodicals, biographies, manuscript collections, and unpublished files relating to California citizens and pioneers and includes approximately 1.4 million citations. About 65% of the index entries are personal names. The file covers the period of time from the early 1840s to April 1986.

Name entries are alphabetical by surname. For example, if the researcher is investigating the Dorn surname, the following entries would be found:

- (1) David Dorn. Sketch in *Memorial and Biographical History of the Counties of Fresno, Tulare, and Kern*, published in 1892, p. 469. [The call number

of the book in the California State Library is given.]

- (2) F. Dorn. Marriage to Miss Cora B. Russell, on Nov. 11, in San Luis Obispo. The bride is the daughter of Mr. and Mrs. C. J. Russell. From *The San Francisco Call* Nov 15, 1890. [There is a cross-reference citation to the Russell entries, which provides more information on the bride's family.]

This fine index was developed by the California State Library Foundation in 1985 under the direction of Gary E. Strong, State Librarian. The acquisition was made possible by donations in memory of Mrs. Maxine Bell, mother of CLF member Bernice Bell Mistrot. ■

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