

'2000 in 2000'

THE CLF NEWSLETTER

Vol. XIV

February 2000

No. 1

President's Message

The 2000 CLF executive board got off to a solid start this year with all members present and ready to do great things for Clayton Library. On January 13th the board approved the CLF schedule, budget, task list, and goals for the year 2000 and endorsed all of the proposed CLF committee and project assignments. As hinted at last year, our official membership goal is 2,000 (yes, 2000 in 2000!), a big challenge for the board and for our membership chair, Liz Hicks. On each Saturday in February, Liz will have a table set up in the library's foyer to highlight CLF and to encourage participation by all of those who use Clayton Library. If you would like to participate in that activity, please contact Liz at (713) 944-1118.

In the area of fund raising, the board set a goal of \$75,000, which includes both cash donations and gifts-in-kind. This is another "stretch" goal for CLF. By comparison, fund raising for the eight-year period 1990-1998 has averaged a little over \$45,000 per year.

Director Kim Morton has been working with library management to set up a new format for CLF seminars (discussed elsewhere in this newsletter), and we hope that this will be beneficial to the participants. The new format, to be tried in March, will allow researchers to choose from three seminar topics and four seminar times. The seminars will be held in the microprint area on the second

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The CLF Schedule for 2000

February 12: Membership Meeting,
Bayland Community Center,
Presenter: Margaret Tufts.

March 6 & 8: Library Seminars,
Clayton Library,
Presenters: Library Staff.

May 13: Membership Meeting,
Bayland Community Center,
Presenter: Robert de Berardinis.

August 12: Membership Meeting,
Bayland Community Center,
Presenter: Emily Croom

September 16: Library Seminar,
Ideson Building (HPL)
Presenter: Louis Marchiafava.

November 11: Membership Meeting,
Bayland Community Center,
Presenter: Gay Carter.

December 9: Library Seminar,
Concourse Meeting Room (HPL),
Presenters: Marje Harris and
Margaret Tufts.

NEXT MEETING

Saturday
February 12th, 10:00 a.m.
Bayland Community Center

SPEAKER

Margaret Tufts
Assistant Manager,
Clayton Library

TOPIC

State of the Library and Plans for 2000 and Beyond

Membership Renewals

2000 CLF membership renewals are now due, and we hope that all of our current members will continue to support Clayton Library Friends. Please check your newsletter mailing label. If the year 1999 appears above your name, we have not received your 2000 dues, and this will be your last newsletter.

The 1999 membership year (January 1st through December 31st) closed with 1,411 members, making Clayton Library Friends the largest genealogical group in Texas for the fourth straight year. Our goal for 2000 is 2,000 "Friends," a tough goal, but one we will be working very hard on during the coming months. When sending in your dues, please make checks payable to "CLF" and mail to CLF Membership, P.O. Box 271078, Houston, TX 77277-1078. Dues for 2000 remain at a very reasonable \$10 (\$15 for two people at the same address).

The strength of our membership is very important when we apply for grants and funding in support of Clayton Library, and a large membership says a lot about how serious we are in our commitment to the library. Please join us in making 2000 another great year for Clayton Library and Clayton Library Friends!

Elizabeth Nitschke Hicks
Membership Chair

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.

OFFICERS

Donald E. Pusch President
Elizabeth Nitschke Hicks 1st VP
Mary Smith Fay 2nd VP
Patricia Palmer Metcalfe .. Secretary
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FIRST TERM DIRECTORS

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Charles L. Chambers
Patricia Marburger

SECOND TERM DIRECTORS

John Dorroh
Kim Allen Morton
Gayle Sandstedt Workman

CLF NEWSLETTER STAFF

Donald E. Pusch, editor
Emily Croom, John Dorroh, and
Suzanne Gay, assistant editors

Annual Membership Dues

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

Special Friends

Contributor \$1 to \$49
Donor \$50 to \$99
Patron \$100 to \$249
Sponsor \$250 to \$499
Benefactor \$500 and above

Clayton Library Friends Financial Report

October 1 through December 31, 1999

CHECKING ACCOUNT—Wells Fargo Bank

Starting Balance \$ 45,868
Unrestricted Funds 7,493
Restricted Funds:
 Binding 698
 Endowment - 0 -
 Other 20,551
CLF Operating Funds 17,116
2000 Prepaid Dues 10

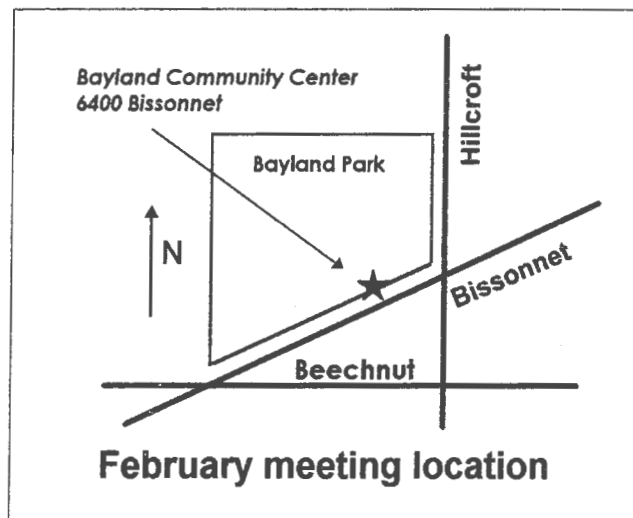
Deposits, total 7,519
Unrestricted Funds 964
Restricted Funds:
 Binding - 0 -
 Endowment - 0 -
 Other 5,595
CLF Operating Funds 305
2000 Prepaid Dues 645
2001 Prepaid Dues 10

Withdrawals, total 20,345
Unrestricted Funds - 0 -
Restricted Funds:
 Binding 240
 Endowment - 0 -
 Other 19,159
CLF Operating Funds 947

Ending Balance 33,042
Unrestricted Funds 8,457
Restricted Funds:
 Binding 458
 Endowment - 0 -
 Other 6,987
CLF Operating Funds 16,474
2000 Prepaid Dues 655
2001 Prepaid Dues 10

ENDOWMENT FUND—Univ. Bank 16,151
Certificate of deposit #1 12,560
Savings account (not provided)

Elois Gibbs, Outgoing Treasurer



March CLF seminar to feature multiple sessions, multiple topics

Clayton Library and the Clayton Library Friends will conduct multi-session library seminars on March 6th and 8th. Instead of the usual Saturday morning session, the March seminar will be conducted in small classes at Clayton Library, and a choice of both session times and topics will be offered. The shift in format will provide attendees with an opportunity to do hands-on research in three different Clayton collections:

- **American Indians** (Oklahoma) - Dawes Rolls and Enrollment Cards.
- **Irish Tax Records** - Householder Index and Griffiths Valuations, 1824 - 1860.
- **South Carolina Archival Records** - Consolidated alphabetical index to 30 original records.

For each topic, attendees can select from among the following times:

Monday afternoon, March 6th	1:30 to 3:30 p.m.
Monday evening, March 6th	6:00 to 8:00 p.m.
Wednesday afternoon, March 8th	1:30 to 3:30 p.m.
Wednesday evening, March 8th	6:00 to 8:00 p.m.

Class sizes will be held to a maximum of 12 people, and classes will be filled on a first-come, first-served basis. Registration will open **Monday, February 14th**, and CLF members can sign up in person at the front desk during normal library hours or by phone (713-284-1999) on Monday, Tuesday, and Wednesday evenings from 6 to 9 p.m. Because of workload, the library staff cannot take telephone registrations during the day. ■

Mark your calendar for the September and December CLF seminars

On Saturday, September 16th, Mr. Louis Marchiafava, Ph.D., manager of archives and manuscripts for Houston Public Library, will conduct a seminar on the topic, "A Guide to Preserving Family Documents for Genealogical Research."

On Saturday, December 9th, Ms. Marje Harris, manager of the Clayton Library, and Ms. Margaret Tufts, assistant manager, will conduct a beginners seminar on topics of interest to beginning family history researchers or for those not familiar with the Clayton Library collection.

These seminars will both be held at the central library, 9:30 a.m. to 12:30 p.m., in the Concourse meeting room. Please look for registration announcements in the August and November newsletters. ■

Millennium Book Project: The Clayton Library "Want List"

Fund raising activities of the Clayton Library Friends are usually targeted at the acquisition of big-ticket items such as Soundex and ship passenger list microfilm; however, we should not overlook the fact that Clayton needs individual books to improve and broaden the collection across all sections of the library. Recognizing this, several members have asked that we publish a priced "want list" of individual books that are needed for the collection. In response, we would like to present the following trial listing. If member support is strong, the Clayton Library "want list" will be a continuing item in the newsletter.

If you would like to make a contribution for one or more of these items, please contact CLF acquisitions chairman John Dorroh at (713) 781-2741. As with all such acquisitions, the library will affix a card inside the book's front cover acknowledging the gift and, if desired, indicating the individual being honored by the giver.

German Genealogical Research by George K. Schweitzer ([Knoxville]: G. K. Schweitzer, 1992) \$18.00

Illinois Genealogical Research by George K. Schweitzer ([Knoxville]: G. K. Schweitzer, 1997) \$12.00

Indiana Genealogical Research by George K. Schweitzer ([Knoxville]: G. K. Schweitzer, 1996) \$12.00

Missouri Genealogical Research by George K. Schweitzer ([Knoxville]: G. K. Schweitzer, 1997) \$12.00

Census Records for Latin America and the Hispanic United States by Lyman D. Platt (Baltimore: Genealogical Publishing Co., 1998) \$19.95

Founders and Patriots of America Index (Washington, D.C.: National Society of the Daughters of Founders and Patriots of America, 1985) \$22.50

The Genealogists' Virtual Library: Full Text Books on the World Wide Web by Thomas Jay Kemp (Wilmington: Scholarly Resources, 2000) \$24.95

The Ancestry Family Historian's Address Book: A Comprehensive List of Local, State, and Federal Agencies and Institutions and Ethnic and Genealogical Organizations by Juliana Szucs Smith (Salt Lake City: Ancestry, 1997) \$29.95

Confederate Officers of Texas by Frances Terry Ingmire (Signal Mountain, Tenn.: Mountain Press, 1983) \$33.00

Infestation of Yankees: A Reference Guide to Union Troops in Confederate Territory by Gilbert S. Bahn ([Baltimore]: Clearfield, 1998) \$45.00

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❑ WHAT'S IN THE LIBRARY

Right of Passage

by Trevia Wooster Beverly¹



A passport may, on occasion, be found among family papers, and often the document contains valuable genealogical data. Travel documents often chronicle the immigration process, generating a wealth of records that tell us who the travelers were, where they were going, the status of their personal affairs, etc. Often passports will also give us details about a trip "back to the homeland." Passports and related documents appear in National Archives Record Group 59, General Records of the Department of State.

While the Department of State has issued passports to U.S. citizens traveling abroad since 1789, the authority to issue these documents passed back and forth to different agencies with a variety of names, making it necessary to distinguish those bureaus and their dates of authority in order to conduct a productive search.

The Department of State did not, however, have sole authority to issue passports until August 18, 1856, when an act of Congress regulated this function for the first time.

The Chief Clerk's office issued passports until 1833, when that duty was transferred to the Translating and Miscellaneous Bureau. The function was then transferred from one bureau to another until 1870 when the Passport Bureau was established, although it ceased to exist three years later when its duties were transferred to a "passport clerk."

In 1895 the Bureau of Accounts took over the issuing of passports, and on July 3, 1902, the function was assigned to a new Passport Bureau. That bureau's name has since changed several times: Bureau of Citizenship, 1907; Division of Passport Control, 1918; Passport Division, 1926; and Passport Office, 1952.

With two exceptions, U.S. citizens were not required to have a passport for travel abroad until 1941. Passports were required for a short time during the Civil War, August 19, 1861, through March 17, 1862. Executive Order 2285 of December 15, 1915, stated that all persons leaving the United States should have a passport, and an act of Congress on May 22, 1918, made it unlawful for U.S. citizens to travel abroad without a valid passport. In 1921, this law lapsed with the formal termination of the war through treaties with Germany, Austria, and Hungary. On

June 21, 1941, the 1918 act was revived (55 Stat. 252), and U.S. citizens have since been required to have passports for foreign travel.

In addition to the name and age of the applicant and the place of issuance, a passport application may also provide a physical description, business or occupation, place of birth, and place of residence, as well as destination. Information regarding an applicant's family status (single or married) and naturalization (if foreign born) may also be available. Early passport applications were sometimes accompanied by supporting letters and affidavits from friends or relatives concerning the applicant's citizenship, residence, and character.

While there is much more to both the emigration process and the application for a passport (not always used), emphasis in this article is on the availability and use of the thirteen rolls of National Archives Microfilm Publication M1371, *Registers and Index to the Passport Applications, 1810-1906*, currently located in cabinet 64, drawer 3 at Clayton Library; they reproduce 33 volumes of registers and indexes.

Created by the Passport Office of the Department of State and its predecessor offices to aid in finding specific passport applications, these registers and indexes are among the General Records of the Department of State.

M1371 Content

Rolls 1-9 reproduce registers and indexes for passport applications, December 21, 1810 - October 7, 1817; February 22, 1830 - November 15, 1831; and November 14, 1834 - February 1906.

The usual register or index entry shows the date and number (where applicable) of the application, the name of the applicant, and (for 1834-1849) the applicant's age and physical characteristics. Overlapping dates appear for some of the register or index volumes, and some entries appear in more than one volume. A special register covers Civil War passports, 1861-1865. Entries in some volumes are arranged chronologically, while others are arranged alphabetically by the first three letters of the applicant's surname and thereunder in chronological order.

Rolls 10 and 11 reproduce indexes to emergency passport applications, 1874-1906. These were issued to U.S. citizens by U.S. consular and diplomatic officers abroad. The entries in each index volume show the date and number of each application as well as the location of the diplomatic or consular post that received it. Entries are arranged alphabetically by surname of the applicant.

Roll 12 reproduces indexes to special passport applications, 1829-1894, issued to U.S. diplomatic and consular officers, military attaches, secretaries of legations, and other government officers and their families. Arranged alphabetically by surname of the applicant, each index entry shows the name of the applicant, date of application, and the volume and page numbers where the application can be found. No indication, however, is given as to the person's governmental position; the actual passport copy will have to be accessed to determine this information.

Roll 13 reproduces, on the first part of the roll, an index to the passport applications received by the New York Passport Office, August 24, 1861 to February 24, 1862. Each index entry gives the date, name of application, and the application or passport number. Entries are arranged in alphabetical order by the first letter of the applicant's name and thereunder chronologically.

The second part of this roll reproduces a volume containing registers of miscellaneous special passports issued 1835-1869. These are

1) a register of special passports issued at New York, 1862-1869, with each entry showing the name and address of the recipient, the passport number, the fee paid, and the date of the payment;

2) a register of "Special Passports Granted by John Forsyth, Secretary of State," and by successor secretaries of state, 1836-1864, showing the name and destination of the passport bearer and the number and date of the passport;

3) a register of "Special Courier Passports," 1865-1869;

4) "Passport account of J. B. Nones," which is a record of fees received for passports, 1867; and

5) "Passport Account of George F. Baker," 1864-1869.

The National Archives staff has prepared a 3" x 5" card index to passport applications, 1850-1852, and 1860-1880, arranged alphabetically by surname of the applicant. This card index contains information similar to that given in the registers and indexes reproduced on rolls 2, 3, and 4 of M1372. The index shows, for each application, date and place of birth and application number and date, giving references to the date and place of naturalization if foreign born. The index also identifies *previous applications* for which passports were received. Each card also indicates the volume and number for each of those applications.

These nine rolls of Microfilm Publication M1371 may

be used in conjunction with the over 600 rolls of M1372, which reproduces the passport applications themselves. Unfortunately, Clayton does not own these.²

As I remind my classes, read the preface at the front of all microfilm. The descriptive information is there for a reason; it can be vital to a quick but thorough search. Example: Roll 3 described above, is explicit in telling you that it is an "Index to Passport Applications, Feb. 16, 1856 - Dec. 30, 1865; Registers of Passports Issued by Secretary of State William H. Seward, Mar. 1861 - Dec. 1865; and Index to Passport Applications, Jan. 2, 1866 - Dec. 31, 1871."

While these rolls are "indexes" to the actual passport application files, in some cases the added notes are valuable. Several examples are

- Henry Boyd "a mulatto physician." May 12, 1811.
- Nathan Levy "a well known Citizen." March 27, 1812.
- Charles Brown "known to John Jacob Astor." September 10, 1814.
- Rev. John Kewley "rect S' George Church. 54, 5.8, fair complexion, sandy hair and blue eyes."
- William B. Astor "son of Jno. Jacob Astor." Also gives physical description.

Most of the information is sparse and provides only name and date of application along with information needed to access the person's application. In many instances, a note will be made to "see old passport dated..." and some of the dates are prior to this Index. Under John Forsyth, Secretary of State, the listings are more detailed, giving not only the applicant's name but also the name and address of the person (not always to the applicant) to whom the passport is to be mailed. The Forsyth listings also give physical descriptions of the applicant, such as age, stature, shape of forehead, color of eyes, hair, complexion, as well as comments as to the nose, mouth, and face.

A great number of the applicants seem to have been from New York, Baltimore, and Washington, but there are some from other parts of the country, presumably applying by mail, such as these in October 1835:

- Wm. Haile, #4030, Cold Springs, Mississippi
- H. Clay, #4032, Ashland, Kentucky. "requested for Abraham Barton and sent to Barton in New Orleans"
- Pierce Connelly, #4040, of Natchez, Mississippi

Many records specifically related to passports are part of the holdings of the National Archives and are in various departments and record groups (RGs),³ leading to other possibilities within this category. Among the duties of a consular officer is the issuing of passports to American

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citizens. Documents related to this function are found in Records of the Foreign Service Posts of the Department of State 1788-1964 (RG 84). Also, within Records of Organizational Units 1756-1978 (part of RG 59) are found records of the Passport Division and field offices, 1790-1917, which include passport applications, 1795-1905, and related records. The records relating to foreign affairs, found in the Records of the Continental and Confederation Congresses (Numbered Series) 1765-1821 (part of RG 360) will include applications for passports or sea letters, 1788-1793.

Travel documents, including passports, often differed from country to country. As we have seen in the M1371 collection, it would be prudent of the researcher to make a general background search of laws, agencies, and terms to discover the whys and wherefores of the records themselves and their locations.

While we most often think of a passport as an overseas travel document, we need to remember that passports were also issued for travel in Indian country. These are found in Records of the Office of the Secretary of War Relating to Indian Affairs 1794-1824 (part of RG 75). Examples of such passports have been published in *Passports Issued By Governors of Georgia, 1785 to 1809 and 1810 to 1820*.⁴ One abstracted order is that of Travis George, with his wife, two children and one negro. The same order included one for Fleming Tynes, with his wife, two children and one negro. Also one for John and Seth Smart, the former with a wife and two children. One for John Warren, with his wife, two children and seven negroes. One for Tacit Douglass, and one for King Douglass. Friday, 5th January 1810. Another example is that of Mr. Samuel Wilson, his wife and children to travel through the Creek Nation of Indians. Tuesday, 19th December 1809.

A "permit to emigrate," in some countries, for example, was combined with the passport into a single "exit visa" issued by district or provincial authorities. While the passport allowed the person to cross jurisdictional boundaries, the permit to emigrate certified that the man had paid his bills, settled his affairs in the community, and was free to leave the country.

These identification papers were carried on the person of the emigrant, as they are now, and local clerks recorded information from them, first in court or council minute books and, by the nineteenth century, in emigration registers. Often duplicate copies of the documents were made, labeled, and filed in local archives.

A family may have an oral history of an emigrant who came to America illegally, and one might assume that there are no emigration-related record on this person. Not necessarily so! If an emigrant left illegally, especially without paying the fees and getting the proper papers, these, too, were recorded in the emigrant registers of that

country. Sometimes a statement from others about the person's intended destination or actual whereabouts were also recorded along with notations concerning potential inheritance rights, from which emigration fees might be extracted.

As with most record collections, those relating to travel documents, rarely stand alone. Almost all will have collateral records which should be researched.

Notes

1. A charter member of the Clayton Library Friends, Mrs. Beverly teaches a series of popular genealogical classes in the Houston area and presents lectures and workshops throughout Texas and elsewhere. She serves as a "regular" on the conference staff for Angelina College's Summer Genealogical Conference in Lufkin, Texas, now in its fourth year.

2. Patrons interested in helping Clayton Library obtain these records can do so by contributing funds to the Clayton Library Friends. Mark your check specifically for the M1372 Passport Applications.

3. See *Guide to the National Archives of the United States* (Washington, 1987) in the reference section at Clayton. An electronic version of the *Guide* is now also available on the Internet at <http://www.nara.gov/guide/>.

4. By Mary G. Bryan, published in two volumes by the National Genealogical Society (1962, 1964).

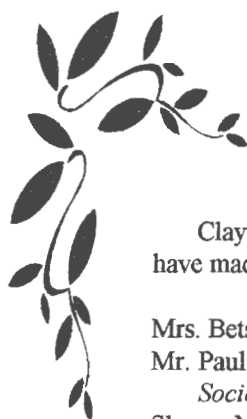
President's Message (Continued from page 1)

floor at Clayton and will offer the opportunity for participants not only to receive instruction but also to work directly with the microfilmed records. Later in the year, two (or possibly three) "standard format" seminars will also be offered. Announcements to follow in the newsletter.

Thanks to Robert de Berardinis, this issue of the newsletter includes another excellent article related to HPL's electronic library services. Those who appreciated his article on WebPAC in the last issue will especially enjoy the current article on WorldCat, an amazing new service that opens up an entire world of other libraries for genealogical research. I'm currently working with Robert on the possibility of conducting a series of seminars on this and other "electronic" services available through HPL. If this is successful, announcements will be made in the newsletter and on the CLF web page.

If you want to see where Clayton Library is headed in 2000, please plan to attend the February 12th CLF meeting at the Bayland Community Center. Margaret Tufts, assistant manager of the Clayton Library, will speak to us on the state of the library and plans for the coming year (and beyond). See you there!

Don Pusch



Angels Report

Clayton Library Friends wishes to thank the following individuals and organizations who have made donations in support of the CLF Angels program:

- Mrs. Betsy Cantwell Pusey: Subscription renewal for *Le Raconteur* (Louisiana).
Mr. Paul Gervais Bell: New subscription to *Upper South Carolina Genealogical and Historical Society Quarterly* (in memory of John Lewis Gervais of Charleston, South Carolina).
Sharon McClung: Renewal of *American Genealogy Magazine* (in memory of her parents, John and Betty Mooney).
Peggy Harper Gregory: Renewal of *Rowan County* (North Carolina) *Register* (in memory of Margaret E. Whiteley).
Mrs. Dorothy Greer Beaudoin: Renewal of *Central Georgia Genealogical Society Quarterly* (in honor of her Carroll, Greer, Lackey, and Smith Ancestors).
Lilas Peterson Johnson: Renewal of *Georgia Genealogical Society Quarterly* (in memory of Margaret E. Whiteley).
Mrs. Margaret Newton Wagenecht: Renewal of *Tap Roots* (Alabama) (in memory of her father, Mr. Jeff H. Newton).
Mike and Patsy Fox Andrews: Renewals for *Flint* (Michigan) *Genealogical Quarterly* (in honor of Janet Tyler Fox); *Central Alabama Genealogical Society Bi-annual* (in honor of Thomas Gilbert Andrews); *Florida Historical Quarterly* (in honor of Dorothy Andrews).
Mrs. Jo Anne Walton Gulliver: New subscription to *Family History Capers* (Washtenaw County, Michigan) (In memory of Zara Lusk and Christiana Vreeland Walton).
Suzanne Sandlin Gay: Renewal of *Florida Historical Society Quarterly* (in memory of Mary Elizabeth Brown Sandlin).
Mr. Joseph P. Wolfe: Renewals for *Seneca Searchers* (Ohio) and *Annals of Wyoming*.
Mr. John Dorroh: Renewals of *Alabama Genealogical Society Magazine* and *Middle Tennessee Journal of Genealogy and History*.
Raymond F. & Ann MacLaren Cathcart: Renewal of *Genealogical Society of Vermont Quarterly*.
Dr. & Mrs. Joe M. (Phyllis Vaughan) Moody: New, 2-year subscription plus back issues of *Giles County Tennessee Society Bulletin*.
M. Leonard & Bettye Moore Green: Cash donation in support of the Angels program.
Mr. Emile A. Bussemey: Complete set of *Connecticut Maple Leaf* to 1999.
Mr. Patrick F. Cochran: Complete set of *The CLF Newsletter* to 1998 and *The Gore Family Newsletter* (in memory of his mother, Mrs. Lorena Bachman Cochran).
Mr. Henry B. Hoff: Back issues of periodicals needed to complete various periodical volumes.
Jack M. and Virginia Davis Calkins: New subscription to *Clarke County* (Alabama) *Historical Society Quarterly*.
Polish Genealogical Society of Texas: New subscription to *Journal of the Polish Genealogical Society of America*.



“Angels” are still needed for the following periodical renewals:

Blue Grass Roots (Kentucky) \$15.00
Chicago Genealogist \$18.00
English Researcher \$12.00
Family Puzzlers (Georgia) \$50.00
Family Tree (British Isles) \$47.50
Foothills Inquirer (Colorado) \$15.00
Genealogy Bulletin (Heritage Quest publication) \$18.00
Lifelines (northern New York) \$25.00
Montgomery Genealogical Society Quarterly (Alabama) \$15.00
Northeast Mississippi Historical & Genealogical Society Quarterly \$15.00
Tennessee Genealogy and History \$20.00
Topeka (Kansas) *Genealogical Society Quarterly* \$15.00

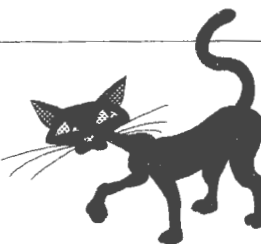
If you would like to fund these or other periodicals or donate funds for the binding of periodicals, please contact Liz Hicks, 746 Edgebrook Dr., Houston, TX 77034-2030, phone (713) 944-1118. If you have periodicals you would like to donate to Clayton, please call Liz and she will be happy to check with the library to see if the issues you have are needed in the periodical collection. ■

CLF Committee and Project Appointments

The following individuals have been appointed to head CLF committees and projects as indicated during the year 2000. Members wishing to serve on these committees or to support the projects mentioned are encouraged to contact these individuals.

Acknowledgements	Gayle Workman	(713) 723-8853	
Acquisitions	John Dorroh	(281) 498-2603	jodorroh@usa.net
Administration	Margaret Mottley	(713) 789-5766	mmottley@aol.com
Communications	Pat Metcalfe	(713) 721-7062	plpm@ix.netcom.com
Database Administration	David Lodge	(713) 988-7295	cdlodge@ghg.net
E-Mail Inquiries	Susie Gay	(713) 942-8579	ssglib@ghg.net
Finance & Budget	Joe Guerra	(281) 440-9142	joguerra@brokersys.com
Gifts & Donations	David Singleton	(281) 493-6268	singletn@hal-pc.org
Gifts-in-Kind	Ginny Toney	(281) 493-6993	gintoney@aol.com
Grants & Endowments	Al Davis	(713) 468-6771	
Hospitality	Ginny Toney	(281) 493-6993	gintoney@aol.com
Library Volunteers	Chuck Chambers	(713) 436-1025	captbwt@aol.com
Membership	Liz Hicks	(713) 944-1118	erootrot@usa.net
Newsletter and Web Page	Don Pusch	(281) 326-3278	pusch@ghg.net
Parliamentarian	Ruby Dusek	(281) 579-0636	rdusek@pdq.net
Processes	Don Pusch	(281) 326-3278	pusch@ghg.net
Programs	Pat Marburger	(713) 827-7584	pmarbu7536@aol.com
Publicity & Public Relations	Al Davis	(713) 468-6771	
Seminars	Kim Morton	(281) 358-5429	genmorton@usa.net
Ways & Means	David Singleton	(281) 493-6268	singletn@hal-pc.org

Using WorldCat



and HPL's Interlibrary Loan Service for Genealogical Research

by Robert de Berardinis, OMPL

Despite the tremendous number of books, periodicals, microfilm, and microfiche owned by Clayton and the Houston Public Library, there are instances when additional material is needed. When that point is reached, many researchers turn to the microform holdings of the Family History Library. There is, however, another alternative, the use of WorldCat and the interlibrary loan services of Houston Public Library, both of which can be accessed from terminals at any HPL branch library or through the Internet. All that is needed is an HPL Power Card™ and a computer with Internet connectivity, browser, and e-mail software. (For policies and in-branch procedures, see Adam Kiskinis's article, "Inter Library Loan Service: An Aid In the Genealogical Search," elsewhere in this newsletter.)

WorldCat is a database of the holdings of member libraries world-wide and operates similarly to most web-based library catalogs. Several searching methods can be used on WorldCat, either to find known books and microform or to search for unknown materials on a particular topic. When a book or roll of microfilm is found, the researcher can use WorldCat to e-mail an interlibrary loan request to the HPL staff.

To use WorldCat (or other HPL databases) from a home computer, it is necessary to make a minor system reconfiguration. When correctly done, this will not affect anything else on the computer. Start by pointing the browser to "http://www.hpl.lib.tx.us." After the HPL home page comes up, single left-click on the link "**Databases Online at Houston Public Library.**" A new screen will appear entitled, "Databases Online." Immediately under this heading is a link in a yellow box, which states that "**You need to follow these instructions to enable remote access.**" Single left-click anywhere on follow these instructions. This will bring up details of the required software change. If these changes seem difficult (or a teenager isn't available to make them), assistance is

available from HPL by phone at (713) 236-1313 during library hours.

After the software changes are made, return to the "Databases Online" web page and scroll down to the WorldCat database (almost the last listing). Single left-click on the blue link in the third column on the same row, "**OCCLC FirstSearch.**" A new screen will come up entitled, "A password is required to use the library proxy server to access this site." (See Fig. 1.) Next to "Last Name," cursor-select (single left-click in) the data entry screen (little white window) and type the last name as it appears on the Power Card™. Then, hit the **TAB** key or cursor-select the data entry screen adjacent to "Library Card Number" and type in the card number. When all data has been entered, single left-click the on-screen **SUBMIT** button. Note that it may be necessary to go through the submission process more than once before successfully entering the database. This is so because of the heavy use this database receives (by other users in other parts of the world).

When the logon process is successful, a new screen appears welcoming the researcher to WorldCat. There are six buttons at the top of the screen: **DATABASE, SEARCH, RESULTS, RECORD, NEWS, EXIT,** and **HELP.** Below these buttons are two side-by-side data entry screens. The data entry screen on the left, under "**Word, Phrase (Help),**" is entitled, "**Search for.**" The screen on the right, under "**Keyword Index (Help),**" is a drop-down menu with 15 choices. (See Fig. 2.) If the downward pointing arrowhead is single left-clicked and held down, a drop-down menu will appear with the following choices: **Accession Number, Author, Gov Doc Number, Notes, Publication Place, Publisher, Report Number, Series, Standard Number, Subject, Subject Headings, Title, Uniform Title, Vendor Info,** and **[Default].** For the basic searches discussed in this article, only **Author, Title,** and **Subject** (or **Subject Heading**), will be discussed. The

Houston Area Library Automated Network - Microsoft Internet Explorer

Address: <http://204.235.225.253:8080/validate:http://firstsearch.oclc.org/dbname=WorldCat.done-http://www.hplib.tx.us/hpl/database.html.FSI>

A password is required to use the library proxy server to access this site.

Please enter the following information:

Last Name

Library Card Number Enter either D0... or 224... as shown on your library card.

Done Houston Area Library 4:52 PM

Fig. 1. Name and Library Card Entry Screen

WorldCat: Search - Microsoft Internet Explorer

Address: <http://firstsearch.oclc.org/dbname=WorldCat.done-http://www.hplib.tx.us/hpl/database.html.FSI>

database search records books news help

[Database= WorldCat]

Welcome to **WorldCat!** By doing a search, you agree to the [OCLC Terms and Conditions](#) and the [WorldCat Terms and Conditions](#).

Search for Word, Phrase (Help) in Keyword Index (Help)

FirstSearch Database

WorldCat

Description: Records of any type of material cataloged by OCLC member libraries. Includes:

Start WorldCat Search - M... 4:53 PM

Fig. 2. Search Screen

Library staff should be consulted for information on other items on this menu or for instructions on how to use the **ADVANCED SEARCH** button below it. Contextual online help is available for each of these data entry screens by single left-clicking on the link "**Help**."

The first example, an author search, concerns finding the five-volume index of published French family genealogies compiled by Gaston Saffroy. Start by cursor-selecting the data entry screen next to "**Search for**" and type in "saffroy gaston" (capitalization is not needed). Entries should always have last name first, first name last, and no punctuation. Once the search text is entered, single left-click the **START SEARCH** button. Note that, because of catalog variations among WorldCat member libraries, last names containing noble particles, e.g., de, von, van, van der, van den, d', de l', di, del, della, will have to be searched twice. For example, the name "Robert de Berardinis" should be searched as both "de berardinis robert" and "berardinis robert de."

When a response is received to the "saffroy gaston" **START SEARCH** request, a new screen appears, showing two results. The second result, Saffroy's 1969 work, *Bibliographie généalogique héraldique et nobiliaire de la France...*, looks promising as a starting place, so the title (titles are always a link in this screen) is single left-clicked. A new screen appears giving a complete bibliographic citation. (See Fig. 3.) Near the top of this screen are three new buttons: **LIBRARIES WITH ITEM**, **GET/DISPLAY ITEM**, and **E-MAIL RECORD**. The first button, **LIBRARIES WITH ITEM**, will bring up a list of libraries that own the book. The second button, **GET/DISPLAY ITEM**, is for ordering the book via interlibrary loan and will be addressed later. The last button, **E-MAIL RECORD**, is used for sending the citation to an e-mail address. If the **LIBRARIES WITH ITEM** button is single left-clicked, the database produces a list of more than 40 libraries, each owning a copy of the Saffroy book. The researcher can then target one of these libraries for an interlibrary loan request. (Researchers should keep two things in mind, however: First, many academic libraries, e.g., Harvard, Princeton, Stanford, and UC-Berkeley, charge from \$5 to \$20 for lending a book. Second, although a library may own the book, it may not be willing to lend the book; this is especially true if the book was published before 1900.) After viewing the **LIBRARIES WITH ITEM** screen, the researcher can return to the citation screen (the previous screen) by using the **RETURN** button. Do not use the **BACK** button on the browser.

Once a book has been identified for possible interlibrary loan, single left-click on the **GET/DISPLAY ITEM** button. A new screen appears entitled, "Order the above item by clicking (1) on the method to get the item." Although there are seven buttons under "**Method to Get**

Item," only one button is functional, the **INTERLIBRARY LOAN (ILL)** button. Single left-click on it and a new screen appears. This screen has a new button, **CONTINUE**, near the top left corner and a data entry screen under "Prices for InterLibrary Loan." Single left-click on the **CONTINUE** button. A new screen appears. (See Fig. 4.) Below the copyright restrictions in the new screen are two buttons, **ILL ITEM** and **CANCEL**, both self-explanatory. There are eleven data entry screens and four radio buttons adjacent to "**Status (if applicable)**." Before single left-clicking the **ILL ITEM** button, it is necessary to fill in the data entry screens. Cursor-select and type in the requisite information in each of the data entry screens. "**Your Name**," "**Street Address**," "**City**," and "**Zip**" are self-explanatory. Use "TX" for "**State/Province**." Be sure to include the area code with the researcher's daytime phone number in the "**Telephone**" data entry screen. "**Your Library ID**" is for the library card number. The "**Dept. or Branch**" screen may be left empty and the "**Status (if applicable)**" radio button choices need not be selected. The "**Maximum Cost**" and "**Date Needed (yyyy-mm-dd)**" data entry screens are self-explanatory with the latter being left blank. The "**Comments**" data entry screen provides the researcher a place to write an e-mail note to the interlibrary loan department. If there are any questions about cost, delivery, availability, etc., type them here. Be sure to include a return e-mail address in this screen. When finished, single left-click either of the two **ILL ITEM** buttons. If any required information was left out, a new screen will pop up requesting it. If all went well, a message will appear saying that the order was processed.

Title searches can be performed in a similar manner, with the search beginning at the "**Title**" selection on the drop-down menu. For title searches, the articles *a*, *an*, and *the* are generally omitted in the first word position in a title. However, the thorough researcher may want to perform two searches, one with the article and one without. It is also a good idea, when searching foreign language titles, to search both with and without diacritics.

In addition to author and title searches, subject and subject heading searches can also be performed. These are more difficult, for a couple of reasons: First, library cataloging practices have changed over the years. Second, although there are standards for classification,* libraries do not always follow these standards. A simple way to get around this problem is to find the subject and subject heading classifications for a book with which the researcher is familiar and then to use these to search for related books. For example, the subject heading classification for W. T. Block's *A History of Jefferson County, Texas, from Wilderness to Reconstruction* is "Jefferson County (Tex.) - - History." To find related books, the research goes to the WorldCat search page and in the

Record: Bibliographie généalogiq - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: clic.org/next=NEXTCMD/?FETCH.next=html/ls_record.htm;recno=2;resultset=2;format=M;numrecs=1;/?sec6.tit"%3Asessionid=989407-6

[Database= WorldCat | Search=au(saffroy gaston) | Results= 2 records | Record=2]

Libraries with item Get/Display Item Extend Record

Previous Next

Ownership: Check the catalogs in your library.

ACCESSION: 2767631

AUTHOR: Saffroy, Gaston, 1909-1985

TITLE: Bibliographie généalogique, héraldique et nobiliaire de la France, des origines à nos jours, imprimés et manuscrits.

PLACE: Paris,

PUBLISHER: G. Saffroy,

YEAR: 1968 1988

PUB TYPE: Book

FORMAT: 5 v. illus., col. plates, 27 cm.

NOTES: t. 1. Généralités: Nos 1- 16008.-t. 2. Provinces et colonies françaises. Orient latin. Réfugiés. Nos 16009-

Fig. 3. Bibliographic Citation Screen

FirstSearch: ILL Item An Item - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://firstsearch.clic.org/html/ls_orderform.htm;%3Asessionid=989407-9;/?sbt9.htm

ILL Item Cancel

Your Name: _____

Street Address: _____

City: _____

State/Province: _____ Zip: _____ Telephone: _____

Your Library ID: _____

Dept. or Branch: _____

Status: Faculty ☐ Grad ☐ Undergrad ☐ Other ☐
(if applicable)

Maximum Cost: _____ Date Needed (yyyy-mm-dd): _____

Comments: _____

ILL Item Cancel

Fig. 4. Inter-Library Loan Data Screen

"Word, Phrase (Help)" data entry screen types, "jefferson county texas history." The drop-down menu is changed to "Subject Headings," and the **START SEARCH** key is single left-clicked. The results screen returns 30 titles. If the researcher selects "Subject" on the drop-down menu, 57 titles are returned, although several of these will be found to be not relevant.

If the researcher returns to the first page of the "Subject Headings" search (the one that returned 30 titles) and single left-clicks on **RELATED SUBJECTS**, a new screen appears with 20 topics, each in the form of a link, one of which is "Bible records." Single left-clicking on this link will return 773 titles, each in the form of a link to the full bibliographic citation as in the "Author" and "Title" searches. Now, single left-click on the first entry, "1. Miscellaneous Records." A new screen appears showing this item is 163 pages (with index) of records relating to a number of families compiled by the Florida Society of the Daughters of the American Revolution. By single left-clicking on the **LIBRARIES WITH ITEM** button, the researcher discovers the item may be available for interlibrary loan. After single left-clicking on the **RETURN** button in the upper left corner, then the **BACK** button on the browser, the researcher is returned to the results page. By single left-clicking on the **NEXT PAGE** button, the researcher discovers item 18, "18. Texas DAR Genealogical Records Committee report. Series 2, v. 279. Bible records."

These searches may produce hundreds or even thousands of results, and although not all of these will be of interest, the researcher gets a very good grasp of what has been written on the subject. More importantly, the researcher can locate the item and possibly access it via interlibrary loan. Once a researcher becomes familiar with the mechanics of the basic search process, more advanced features, such as the **LIMIT SEARCH** button, can be used to improve the efficiency of the search. These can be explained by the library staff at any HPL branch library.

Microfilm and microfiche (microform) are difficult to research using the methods listed above. The main reason is that many libraries (including HPL and its branch libraries) do not list their microform holdings in WorldCat. It is well beyond the scope of this article to discuss all of the alternative ways of locating microform material; however, it is instructive to consider at least one example, that being microform held by state libraries.

All of the fifty state libraries now have their catalogs online, and microform holdings (vital, real property, tax, probate records, etc.) are often included. If the Internet address (the URL) of the particular state library is unknown, Yahoo! or any general web search engine can be used to find it. If microform listings cannot be found in the state library's catalog on the Internet, the researcher can

send an e-mail to the web site using the e-mail link that is usually included on the web page. When contacting a state library, explain what microform material is being sought and ask for interlibrary loan information. Experience has shown that not only will state libraries respond relatively quickly, but their response will generally be comprehensive. Once the response has been received, contact the Interlibrary Loan Department at HPL (713) 247-1927, Monday through Friday, 9 a.m. to 5 p.m., with the information received from the state library. They will then obtain the microform on the library loan and make it available for research at Clayton Library or other HPL branches.

WorldCat, coupled with the interlibrary loan services offered by HPL, represents a substantial extension to the research capabilities available at Clayton Library. And although system interfaces will change as improvements are made, serious researchers are strongly encouraged to get acquainted with WorldCat and what it has to offer. If you would like a demonstration of WorldCat or if you need more information on HPL's interlibrary loan services, inquire at the Clayton Library front desk next time you are in the library. ■

* See, for example, Library of Congress Cataloging Policy and Support Office, *Library of Congress Subject Headings: Prepared by the Cataloging Policy and Support Office, Collections Services*, 16th ed., 4 or more vols. (Washington, D.C.: Library of Congress, Cataloging Distribution Service, 1993-). Available in the bibliography department at Houston Public Library, shelved as LC 26.7.



Policies and Procedures for HPL's Interlibrary Loan Service

by Adam Kiskinis, Clayton Library Staff

Houston Public Library's interlibrary loan service provides access to the collections of libraries throughout the United States and other countries. This is accomplished through interlibrary cooperation, and makes it possible for patrons, including those at Clayton, to greatly expand their research efforts.

To submit an interlibrary loan request, library patrons must have a current Power Card™ issued by the Houston Public Library. These are now provided at no cost to City of Houston residents and to residents of Harris County and any of the immediately surrounding counties. The older Houston Public Library cards (with numbers prefixed by "DO") are no longer valid for purposes of obtaining interlibrary loans. To qualify for an interlibrary loan, a patron should not have fines exceeding \$10.00 and fines must be paid in advance before an interlibrary loan can be processed.

There are three ways a patron can submit an interlibrary loan request. First, a request can be submitted on a yellow "T-Sheet" at any branch library. Second, a request can be submitted electronically through HPL Interactive, accessible from the HPL web page. And third, a request can be submitted through WorldCat, explained in detail elsewhere in this newsletter. The latter two methods are usually quicker; however, the branch library will not have a record of the loan request. At Clayton, the most popular means (and one that does not require computer or Internet skills) is through completion and submittal of a yellow T-Sheet.

When requesting an interlibrary loan using the T-Sheet form, the patron must provide name, address, home or work phone number, and Power Card™ number. Since some libraries charge a fee for the loan of their materials, it is also necessary to state on the T-Sheet the maximum cost the patron is willing to pay. Lending fees must be paid by check or money order prior to receiving the loaned item.

When interlibrary loan material arrives at Clayton, the patron can pick up the material at the front information desk and use it in the library. Upon completion of each viewing session, patrons must return the loaned item to the information desk. Materials received through interlibrary

loan can normally be used for 14 days from the date the material is received at the branch library. If more time is needed, an extension can be requested.

After the request is submitted, the patron will be notified by phone or by mail and advised as to whether or not the requested material can be obtained. Interlibrary loans usually take a minimum of 3 to 4 weeks to process but have been known to take as long as three months.

In summary, HPL's interlibrary loan service complements the library's local collection and provides patrons with a whole world of source material. Using this service is something every serious researcher should look into. For further information on the use of this service at Clayton, or for assistance in using either HPL Interactive or WorldCat, speak to a library staff member. If you have access to the World Wide Web from your home computer, information on HPL Interactive and WorldCat can be found on the HPL web site at <http://www.hpl.lib.tx.us/hpl/hplhome.html>. ■

Microfilm Acquisitions

Clayton Library Friends has placed an order for the remaining rolls of film in National Archives Microfilm Publications M327 (Index to Passenger Lists of Vessels Arriving at Baltimore, Maryland, 1820-1897) and M696 (Quarterly Abstracts of Passenger Lists of Vessels Arriving at Baltimore, Maryland, 1820-1869). This acquisition will add 177 rolls to the Clayton collection and completes acquisition of all available National Archives microfilmed passenger lists.

The Friends has also placed an order for the remaining 1920 Soundex for the states of Wisconsin (M1595) and Minnesota (M1569). These are the two most populous states in the remaining list of 1920 Soundex.

The new film should be available for patron use at the library later in February. ■

□ READY REFERENCE

A Brief Look at Ulrich's International Periodical Directory

by Gay E. Carter

*Ulrich's International Periodical Directory** is one of those "fun" reference tools that are as interesting to browse as they are to use for locating specific information. Where else could you find *A Lot of Bunkum Yearbook* (published by the Old Buncombe Co., North Carolina, Genealogical Society) along with *Flipping Flippins* (published by the Flippin family association)? *Ulrich's* primary purpose is to group periodicals under subject headings to aid researchers in finding journals published in their fields of interest. Say, for example, "Genealogy and Heraldry"!

In addition to identifying periodicals by subject, *Ulrich's* gives a lot of useful bibliographic information about each journal, such as when the journal was established, how frequently it is published, the mailing address and phone number of the publisher, web address if applicable, if the journal has book reviews, and where it is indexed. Another plus is *Ulrich's* international scope, which means you can find periodicals published in Canada, England, Germany, and other countries as well as those published in the United States.

In order to find the right subject heading, refer to the complete list of subjects, found just before the classified list of periodicals. Scanning the list of subjects may give you new ideas for approaching your topic. "Genealogy" is a fairly straightforward subject heading, but what else might there be under "History," for example? Within the classified section, the periodicals are arranged alphabetically by title. "See" references will guide you to other potentially helpful subject headings.

If you already know the title of a periodical and just want to find information about it, use the "Title Index." The page number in **bold** indicates where the full bibliographic description is found, as a journal may be in the classified list under more than one subject. Other useful indexes are the "Title Change Index" and the "Cross-Index to Subjects."

Ulrich's also contains an extremely valuable "User's Guide," which describes all of the information included, shows a sample entry with all of its parts identified, and explains the functions of each of the indexes. One of the best habits a researcher can develop is reading the front material of a work before trying to use it.

However ambitious, no reference book can really include "everything" (although *Ulrich's* does come close). While most of the major genealogical journals are included, many local newsletters and bulletins are not. Even so, it is a good way to identify many individual genealogical society and family association publications. Also, a word of caution about the indexing information. *Ulrich's* continues to show the *National Genealogical Society Quarterly* as being currently indexed in *America: History and Life*. Unfortunately, *NGSQ* was only indexed there during 1963-64. Other listings appear to be accurate, but just remember that information, once published, can quickly go out of date.

Ulrich's International Periodical Directory is now published annually. Clayton Library has the 36th edition (1998), published in 1997. This five-volume edition covers "over 156,000 serials published throughout the world." The first three volumes are the classified list, and the last two volumes contain the indexes. In addition, volume 5 has a list of U. S. newspapers, which can be very helpful to genealogical researchers. You will find *Ulrich's International Periodical Directory* in the reference section, just before the census indexes. If you haven't already, give it a try!

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\* *Ulrich's International Periodicals Directory* 1998, 36<sup>th</sup> ed. (New Providence, New Jersey: R. R. Bowker, 1997), 5 vols.

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