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## **APPENDIX A**

### **GUIDELINES FOR ESTABLISHING LOCAL HISTORY COLLECTIONS**

#### **RASD Guidelines for establishing local history collections**

Much has been written about the organization and care of local materials. Items of particular usefulness are: Conrad, James H., *Developing local history programs in community libraries* (Chicago: ALA, 1989); Suhler, Sam A., *Local history collection and services in a small public library* (Chicago: ALA, 1970); *Technical Leaflets*, various authors and dates, American Association for State and Local History; and Thompson, Enid T., *Local history collections: A manual for librarians* (American Library Association for State and Local History, 1978).

#### **INTRODUCTION**

These guidelines are intended to assist those beginning local history collections. In surveying the literature about the collecting of local materials it is apparent that many have already written about the use and the maintenance of the various media employed in local history. Therefore, these guidelines exist to:

1. Identify factors which need to be resolved before the institution is committed to action.
2. Assist those interested in the creation of local history programs.

#### **GUIDELINES**

##### **1.0 Considerations before making a commitment to develop a local history collection**

- 1.1 A local history program should be developed only after a careful assessment has been made of the services currently or potentially being provided by other institutions and libraries within the community. The institution seeking to develop a local history collection must determine what is presently being collected and what is not being collected; what services are needed and what services are not; and to what depth such collections will be developed.
- 1.2 Institutions developing a local history collection should make certain that such materials are placed in the most suitable collection for their best use, dissemination, and preservation.

##### **2.0 Identification of collection limits**

- 2.1 A major factor in the successful development of the collection is to identify its emphasis. By definition this could be geography, format, or whatever the institution desires.
- 2.2 Identify those materials which are to be acquired and maintained exclusively by the institution and those to be acquired cooperatively.

## **APPENDIX A - RASD GUIDELINES FOR ESTABLISHING LOCAL HISTORY COLLECTIONS (CONTINUED)**

### **3.0 Acquisitions**

- 3.1 Write an acquisitions policy for collecting local history materials.
  - a. State the intended geographic collection area.
  - b. Describe those materials desired by the institution and the extent to which they will be collected.
  - c. Identify the types of materials which will definitely NOT be collected by the institution. Bear in mind that there may be other institutions which are better equipped to handle a given type of material.
  - d. Identify those subject areas which will be acquired only on a cooperative basis.
- 3.2 The institution should process promptly and make available all materials collected.

### **4.0 Collection location and security**

- 4.1 Local history collections should be established in an identifiable place, separate from the other collections of the library.
- 4.2 The space so designated for local history collections should be an area secure from theft with proper provisions for monitoring the materials.
- 4.3 An environment which is conducive to the preservation of the material should be provided.

### **5.0 Fiscal considerations**

- 5.1 The local history collection should be processed and maintained by trained staff. Professionals can be assisted by properly trained volunteers to provide service to the patrons.
- 5.2 A budget sufficient to acquire, process, and maintain the basic collection must be provided.
- 5.3 Considerations must be given for the cost of reproducing local history materials. Rare and fragile items must be protected from constant use by the patrons; copies will usually suffice to make the information available.

Developed by the Local History Committee of the History Section, Reference and Adult Services Division, American Library Association, June 1979. Reaffirmed by the Reference and Adult Services Division Board of Directors, Denver, January 1993.

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## **APPENDIX B**

### **GUIDELINES FOR DEVELOPING GENEALOGICAL COLLECTIONS AND SERVICES**

## **RASD Guidelines for developing beginning genealogical collections and services**

### **INTRODUCTION**

Public libraries have a responsibility to serve the needs of patrons interested in genealogical research by providing basic genealogical reference materials and how-to-do-it books in the library and by providing access to additional genealogical research materials through interlibrary loan or referral. Other libraries that wish to develop a genealogical collection and provide services may find these guidelines useful as well.

These guidelines address collection development, personnel, access, and fiscal considerations for genealogical services. They are intended to assist those who need to create a beginning genealogical collection and services in order to meet the above-mentioned responsibilities, the American Library Association's Library Bill of Rights, and the markedly increased public interest in genealogical research.

### **GUIDELINES**

#### **1.0 Services**

- 1.1. Genealogical reference service should include, but may not be limited to, assisting and instructing genealogical patrons to determine what research materials may help them, locating research materials through interlibrary loan, and referring genealogical patrons to other known libraries, institutions, agencies, and archives that have particular genealogical research materials that may be able to help them.
- 1.2. When necessary, genealogical patrons or their questions should be referred to system or network resource centers, or to archives, government agencies, or libraries where the referring librarian knows that the needed research material that cannot be provided by the library through its own collection or interlibrary loan is available.
- 1.3. If a specific genealogical reference service cannot be provided, the library's general reference service should include assistance for genealogical patrons.

#### **2.0 Collection development**

- 2.1. Genealogical collections should include, but may not be limited to, manuals and handbooks of how to do genealogical research; family histories; pedigrees, originals, or copies thereof, and published compilations of family group sheets; vital records; census schedules, probates and wills; land records, local history materials and indexes to the above materials of communities, states, and countries other than the community in which the library is located or the area it serves.

## **APPENDIX B - RASD GUIDELINES FOR DEVELOPING BEGINNING GENEALOGICAL ... (CONTINUED)**

- 2.2. A genealogical collection should be developed and maintained to support the basic research needs of the community served by the library. An assessment should be made concerning the ethnic background and countries of origin of the members of the community served by the library in order to determine the scope of the genealogical collection. The scope of the collection should represent, at least, the majority of the community but not be limited to it. The collection should include basic materials on genealogical research procedures. These materials should include the widest possible range of nationalities and ethnic groups represented in the community.
- 2.3. In communities where private genealogical collections that are accessible, without charge, to the general public exist, libraries may wish to consider cooperative collection development.
- 2.4. Basic bibliographies of genealogical sources and reviews in library and genealogical journals should be utilized in materials selection.

### **3.0 Personnel**

- 3.1. In order to provide reference service for genealogical patrons, all reference librarians serving genealogical patrons should be trained and periodically updated in genealogical research, which may include, but not be limited to, attendance at local, state, regional, and national genealogical and/or library conferences, seminars, or meetings where genealogical research procedures are presented, or through home study courses.
- 3.2. The responsibility of referring genealogical patrons to archives, government agencies, and libraries requires that the trained reference librarian also know about the centers where genealogical resources are maintained.
- 3.3. Knowledgeable genealogical research volunteers may be utilized to supplement reference service provided to genealogical patrons by the reference staff but should not replace it.

### **4.0 Access**

- 4.1. Genealogical materials should circulate, including on interlibrary loan, unless the materials are rare, are considered to be reference, or are in great local daily demand.
- 4.2. Bibliographies or guides to both reference and circulating genealogical materials should be provided to enhance ease of access.
- 4.3. The acquisition and cataloging of genealogical materials should receive the same priority as other library materials.

Prepared by the Genealogy Committee of the History Section of the Reference and Adult Services Division of the American Library Association. Reviewed and approved by the ALA Standards Committee and adopted by the Reference & Adult Services Division Board of Directors, San Antonio, January 1992.

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## APPENDIX C

### LIST OF RELATED ORGANIZATIONS

#### Archives Association of Ontario

This association is partially funded by the Archives of Ontario, Ministry of Citizenship, Culture and Recreation and the Canadian Council of Archives. For the past few years, the Association has hired an archives advisor to provide a clearinghouse for information about archival grants programmes, education, legislation, local and provincial resources and all other matters concerning archives in Ontario. The advisor will provide on-site visits of archives, providing both professional and technical advice. Any Ontario archival repository can use this service. As well, profit or non-profit organizations or groups interested in establishing an archives or improving an existing archival programme can use the service.

Archives Advisor, Ontario Council of Archives  
P.O. Box 128, Station P  
Toronto, ON M5S 2S7  
Telephone/fax 1-800-656-9864

#### Ministry of Citizenship, Culture and Recreation

The Cultural Programs Branch of the Ministry is responsible for different cultural programmes. Of particular interest with respect to local history are three units:

- The Museums and Heritage Organizations Programs Unit (416-314-7156) provides specialized advisory services and funding assistance to heritage groups in Ontario including local museums, historical societies and heritage organizations.
- The Heritage Properties Programs Unit (416-314-7137) advises other provincial ministries, municipalities, Local Architectural Conservation Advisory Committees (LACACs), heritage organizations and the private sector on heritage conservation and planning. The staff also provide technical assistance and advice on conservation practices and techniques.
- The Archaeology and Heritage Planning Unit (416-314-7148) perform regulatory and educational functions relating to archaeological and cultural resource management.

The Branch is located at:

77 Bloor Street West, 3rd floor  
Toronto, ON M7A 2R9  
Telephone 1-416-314-7080

## APPENDIX C - LIST OF RELATED ORGANIZATIONS (CONTINUED)

### The Archives of Ontario

The Archives of Ontario is an agency of the Ministry of Citizenship, Culture and Recreation. Since 1903, the Archives has been acquiring, preserving and making available records that trace Ontario's history. It serves as the official guardian of the Ontario government's documentary heritage and acts as the custodian of thousands of photographs, architectural drawings, newspapers, maps, and audio-visual materials.

The collection\* includes:

- **government records**, dating from the 18th century
- **private papers** (letters, scrapbooks, and diaries) of a number of Ontario citizens including politicians, church leaders, judicial authorities, and artists as well as ledgers, minute books, and corporate files from Ontario organizations and businesses
- **architectural drawings**, dating from 1829, along with notes and photographs
- more than 25,000 cartographic documents and **maps** relating to Ontario since the 17th century including maps from the Surveyor General's office, explorer David Thompson and settlement organizer Thomas Talbot
- 1,500 **newspaper** mastheads originating in Ontario - in paper and on microfilm reels
- more than 250,000 **photographs** illustrating both historic events and everyday activities
- **audio and video** tapes, phonograph records, and motion picture films along with oral histories, filmed documentaries, radio broadcasts and government public information productions

A reference library with historical studies, legislative publications, directories and almanacs is also maintained at the Archives of Ontario.

From time to time, the Archives of Ontario publishes a guide to a particular type of material. For example, in 1992 the Archives published *Aboriginal peoples in the Archives: A guide to sources in the Archives of Ontario*, written by James Morrison. This detailed guide for researchers of Ontario First Nations and Aboriginal history to the holdings in the Archives was distributed to various First Nations organizations as well as public libraries across Ontario. Staff at the Archives have assembled a very useful pathfinder entitled *Aboriginal Sources at the Archives of Ontario: Their use in researching native ancestry and status*. This pathfinder provides helpful hints on researching native ancestry at both the provincial and federal level and outlines the various steps an individual must complete to prove legal status under the Indian Act or legal membership in a particular First Nations community.

\* Adapted from a brochure called *The Archives of Ontario: A tribute to the past. A resource for the future* (in English and French) and from the *KWIC Index to government services*.

## **Accessing the Archives Collection**

To access the Archives' collection, a person can:

- go to the Archives **in person**
- request microfilm through the **interlibrary loan** service of a public library or research institution

### *In person research*

The Archives is located at 77 Grenville St. in Toronto. Telephone enquires about the Archives (but not about the Interloan Service) can be made to 1-416-327-1600 or faxed to 1-416-324-3600.

Researchers using the Archives in person must complete a research application form. This registration is valid for one year. A catalogue and other finding aids at the Archives provide information about the holdings of the Archives. Archival staff are on duty in the reading room to answer questions and retrieve material from the stacks from 8:15 a.m. to 3:45 p.m. every weekday. The maximum amount of material retrieved at one time is four boxes or volumes, or 15 reels of microfilm. The reading room is open until 10:30 p.m., although after 3:45 p.m. material cannot be retrieved from the closed collection.

### *Interloan service*

- **What is available for loan**

Researchers may borrow any of the microfilm reels listed in the *Archives of Ontario Microfilm Interloan Catalogue/Catalogue pour prêt de microfilms entre établissement*. This catalogue lists approximately 2,700 reels of popular microfilm records and newspapers available from the Interloan Service of the Archives of Ontario. About 9 percent of the on-site reference microfilms are listed in the catalogue and available on interloan. All of the microfilmed documents, except the multicultural newspapers, are only available in English.

- **How to order microfilm on interloan**

Requests for microfilm reels **must be made through a public library** or research institution that uses the interlibrary loan system. As the reels must **remain** in the borrowing institution, microfilm should be ordered through a library that has the appropriate reader/printer facilities. Researchers must consult the catalogue at the public library to identify which specific reels are needed. (Copies of the catalogue can be ordered from the Archives' Interloan Service).

**APPENDIX C - LIST OF RELATED ORGANIZATIONS - ARCHIVES OF ONTARIO (CONTINUED)**

Catalogue entries in the *Microfilm Interloan Catalogue* look like this:

MS 107	
SUBJECT CATEGORY:	BIRTHS, MARRIAGES & DEATHS
RECORD GROUP TITLE:	BIRTHS, MARRIAGES & DEATHS
SUB-GROUP HEADING:	Church Records
SERIES TITLE: Records of St. Andrew's Presbyterian Church, Williamstown, Charlottenburgh Township, Glengarry County, 1799-1914.	
NOTES:	
Description	MicrofilmReference #
Registers of births, marriages and burials: 1799-1914	MS 107 Reel 1

In ordering microfilm from the catalogue, requests must actually cite the **Microfilm Reference number** as indicated in the catalogue and brief identifying information. For example, using the sample entry, indicate:

MS 107, Reel 1, Records of St. Andrew's Pres. Church, Williamstown 1799-1914.

The sign-out limit per researcher is a total of 3 reels. Additional reels can be requested once the first reels are returned. The loan period is 2 weeks, with one renewal if no other researcher places a reserve.

Requests for microfilm can be made by mail to the Interloan service address shown below or by fax. Telephone and in-person orders are not accepted.

The Archives of Ontario, Interloan Service  
77 Grenville Street, Unit 300  
Toronto, ON M5S 1B3  
Telephone: 1-416-327-1599  
Fax: 1-416-327-1999  
Toll-free: 1-800-668-9933 (Ontario or Québec only)

There are no restrictions on copying documents from any microfilm borrowed through the Interloan Service. Whole reels of microfilm are available for purchase. Individuals or institutions may request the purchase of whole reels by writing directly to the Archives of Ontario (not the Interloan Service). The cost of a single reel ranges between \$15.00 and \$30.00 depending on the length of the reel.

## APPENDIX C - LIST OF RELATED ORGANIZATIONS (CONTINUED)

### National Archives of Canada/National Library of Canada

There are many differences between archives and libraries, and the National Library and National Archives are no exception. In local history and genealogy research, it is important to understand this difference but at the same time bear in mind that at the **local** level, a library may also act as an archive.

- **Libraries** collect published material, and the holdings of one library may be duplicated in whole or in part by the holdings of another. If a book is lost, damaged or stolen, it probably can be replaced.
- **Archives** collect original unpublished materials, or primary sources. The records held by archives are unique and irreplaceable.

### National Library of Canada/Bibliothèque nationale du Canada

The National Library of Canada was created in 1953 to acquire, preserve and promote the **published** heritage of Canada, and to make it accessible to all Canadians. As a result, the Library now holds the largest collection of Canadiana (items by Canadian authors or publishers, or items about Canada as a subject) to be found anywhere. The National Library of Canada has a World Wide Web site on the Internet at the following address:

<http://www.nlc-bnc.ca>

Users of the National Library are expected to contact their local library first. If they need to go beyond their library's resources, they should obtain a letter of referral to use the services and collections of the National Library. To conduct research in person at the National Library, visitors must register and be assigned a user card. Requests for reference information can be submitted by letter, electronic mail, facsimile or telephone.

Reference and Information Services Division  
National Library of Canada  
395 Wellington Street,  
Ottawa, ON K1A 0N4  
Telephone: 1-613-995-9481  
Fax: 1-613-943-1112

### Interlibrary Loan service at the National Library of Canada

The National Library of Canada does handle interlibrary loan requests. Approximately 600 interlibrary loan requests per day are received from libraries across Canada and around the world. Items that can be borrowed (as long as they are not rare or fragile) include: books, periodicals, reports, newspapers in microform format, official publications, microforms of Canadian masters and doctoral theses, musical sound recordings as well as other items. The interlibrary loan period is 4 weeks for libraries in most of Canada and the United States.

## APPENDIX C - LIST OF RELATED ORGANIZATIONS - NATIONAL ARCHIVES (CONTINUED)

### National Archives of Canada/Archives nationales du Canada

The sister organization to the National Library of Canada is the National Archives. Founded in 1872, the Archives' collections today include millions of records, including texts, photographs, films, maps, videos, books, paintings, prints and government files. Part of the National Archives' mandate is to facilitate the effective management of government records, and then to decide which records are of archival value. The government records holdings comprise over 60 kilometres of textual records, maps and photographs and 19,000 master negative microfilm reels.

The Archives' collections are available not only to historians and scholars, but to the general public. For further information contact:

The National Archives of Canada  
395 Wellington Street,  
Ottawa, ON K1A 0N4  
Telephone: 1-613-995-5138 Public Programs Branch: Reference Services desk  
Fax: 1-613-995-6274

Reference Services staff provide assistance to researchers both at the National Archives and from communities outside the National Capital Region. In addition to providing reference consulting services on the whole of the National Archives' holdings, the staff also answer questions from individuals specifically interested in tracing their family history, and provide guidance in genealogical research.

A large number of the most frequently consulted documents (e.g. census returns, parish registers and passenger lists) are on microfilm. Through the inter-institutional loan service, researchers may borrow microfilm for use in their own community. To do so, they must contact a borrowing institution that has a microfilm reader.

Two publications of the National Archives have been included with this *Sourcebook*:

*Using Archives: A Practical Guide for Researchers* by Diane Haglund  
*Tracing Your Ancestors in Canada* by Janine Roy.

The National Archives is also accessible on the Internet through their World Wide Web site. The address is:

<http://www.archives.ca>

Much of the information printed in the two brochures has also been mounted onto the Internet site. Two sample screens are shown on the next page.

**sample screens**

## APPENDIX C - LIST OF RELATED ORGANIZATIONS (CONTINUED)

### Metropolitan Toronto Reference Library

The collection found at this library provides a good example of the type of guides and finding aids that are available. The Metro Reference Library has a special genealogy collection with a wide range of resources, from dictionaries of surnames and their origins in city directories, biographies, regimental histories and census records, and printed passenger lists. Presently, the focus is on genealogy resources and local histories from North America, the British Isles and Europe. The staff has assembled a series of 'User Guides' that offer detailed information on the library's genealogical records including:

- Canadian genealogical resources
- Genealogy for beginners
- Helpful Canadian resources for genealogical research
- City directories
- Telephone directories
- Census records
- Ships passenger lists
- Cemetery records
- How to use the IGI (*International Genealogical Index*)
- Ontario Land Records Index
- Ontario probate records
- Master name index of the Prince Edward Island Museum & Heritage Foundation
- American deaths and marriages, 1784-1829

  

- Guide to British heraldry
- Canadian heraldry

In January 1996, the library was reorganized into specialized information centres rather than strictly by subject area. Some of the local history materials are now located in the main reference area but much of the collection has been moved to the 'Special Collections, Genealogy and Map Centre' within the library. The Baldwin Collection, housed within this Centre contains special collections of local interest. For example, in 1993, a copy of a review of the historical issues related to a land claim of the Algonquin Golden Lake First Nation for the watershed of the Ottawa River was placed in the collection. The review included a 13-page executive summary, a 500-page analysis in eight volumes and more than 40 volumes of historical documents including primary and secondary sources. The address is:

Metropolitan Toronto Reference Library  
789 Yonge Street  
Toronto, ON M4W 2G8  
Telephone: 1-416-393-7131 (Main reference desk)  
Fax: 1-416-393-7229

## APPENDIX C - LIST OF RELATED ORGANIZATIONS (CONTINUED)

### North York Public Library

The North York Public Library has a collection of over 125,000 volumes of reference materials relating to Canada, including books, pamphlets, periodicals, government documents and microforms.

The mandate of the collection is prioritized as follows:

1. build a North York collection
2. collect local histories of Ontario
3. collect genealogical materials

The collection of the Canadiana Room in this library is unique because it also contains the library collections of a number of organizations including:

- North York Historical Society  
(original material is held at the society and is not accessible to the public, the Canadiana Room holds the microfilm reproductions of material and these are available for public use)
- Canadian Society of Mayflower Descendants
- Jewish Genealogical Society
- Ontario Genealogical Society (OGS)  
(The OGS offices are located at 40 Orchard View Blvd., Suite 253, Toronto, Ontario M4R 1B9  
Telephone: 1-416-489-0734, the collection is held at the North York Public Library)

The address for the collection is:

North York Public Library  
Gladys Allison Canadiana Room  
5120 Yonge Street,  
North York, ON M2N 5N9  
Telephone: 1-416-395-5623  
Fax: 1-416-395-5668 (Main desk)

It is important to note that anyone may use the North York collection but material cannot be borrowed from the collection and the material is not available on interlibrary loan. A brochure entitled, ***Genealogical pursuits: a guide to holdings of interest to genealogists in the Gladys Allison Canadiana Room of the North York Public Library***, describes the collection. While a small library collection would never match this extensive list, it does provide information on the type of resources which might be considered.

## APPENDIX C - LIST OF RELATED ORGANIZATIONS (CONTINUED)

### Ontario Historical Society (OHS)

The OHS is a non-profit corporation, founded in 1888, which provides a forum for individuals, organizations and institutions to exchange ideas, research, and experiences related to the history of Ontario, including artifacts, architecture, folklore, social history, archives and archaeology. The Society assists museums, historical societies, Local Architectural Conservation Advisory Committees (LACAC) and other heritage groups.

The OHS offers one-day training sessions on a variety of topics ranging from 'Education and the Common Curriculum' to 'Heritage Gardening Today'. These are offered in both northern and southern Ontario and are often co-sponsored by a variety of other organizations such as Black Creek Pioneer Village or Muskoka Heritage Foundation. The Society also sponsors a three day annual conference with a programme that includes tours, lectures, workshops and a Book Room for browsing or buying.

The Society publishes a quarterly *OHS Bulletin* as well as a scholarly journal called *Ontario History*. The *OHS Bulletin* includes heritage news from across the province, book reviews, coming events and often includes advertisements for book dealers and local history researchers. Over the years, the OHS has published the largest single collection of material about Ontario's history, and continues to produce both books and booklets of interest to people in the local history and genealogy field.

With a membership fee of only \$15.00, the OHS is a good source of information and library staff can find out about workshops -- some technical, some of a popular nature.

The Ontario Historical Society  
34 Parkview Ave.,  
Willowdale, ON M2N 3Y2  
Telephone: 1-416-226-9011  
Fax: 1-416-226-2740

## APPENDIX C - LIST OF RELATED ORGANIZATIONS (CONTINUED)

### Ontario Genealogical Society (OGS)

The Ontario Genealogical Society was formed in 1961 in Waterloo by members of the Pennsylvania Folklore Society, in an effort to gather others who were interested in the pursuit of family history. The OGS has branches across the province and has over 5000 members from all parts of the globe. *Families*, the periodical of the OGS, is mailed to members four times a year along with *Newsleaf*, a newsletter listing conferences, meetings and other bits of information.

Each local branch, in conjunction with the OGS, is working on a project to record all of the cemeteries in Ontario. The *1871 Census Index* is also a joint project of the OGS and its branches. Local branches will often supply speakers for groups and organizations who are interested in genealogy.

Some branches of the OGS house their collections of books and other materials of a genealogical nature in the local public library. For example, the Waterloo-Wellington Branch collection is housed in the Grace Schmidt Room of the Kitchener Public Library. The OGS itself has a library of considerable size which is housed with the Canadiana Collection at the Central Library of the North York Public Library. This collection is comprised of books, journals, cemetery transcriptions, pedigree charts and other materials.

A library user interested in genealogical pursuits would be wise to contact the OGS for more information on genealogy and, if possible, locate the nearest branch. The address is:

Ontario Genealogical Society  
40 Orchard View Blvd.,  
Toronto, ON M4R 1B9  
Telephone: 1-416-489-0734

Different branches of the OGS, such as the Waterloo Wellington Branch, have established sites on the Internet. The OGS also has an Internet site on the World Wide Web. The address is:

[http://www.interlog.com/~dreed/ogs\\_home.htm](http://www.interlog.com/~dreed/ogs_home.htm)

Through this home page, a user can move to many other Internet sites in Canada and around the world. There are other ways to find additional genealogy sites. For instance, if you can find the Acadian Genealogy HomePage, you will find **links** to over 800 genealogy sites worldwide. The address for this homepage is:

<http://tdg.uoguelph.ca/~ycyr/genealogy>

## APPENDIX C - LIST OF RELATED ORGANIZATIONS (CONTINUED)

### The Société franco-ontarienne d'histoire et de généalogie

The *Société franco-ontarienne d'histoire et de généalogie* is a non-profit organization, started in 1980, with the goal of bringing together everyone interested in franco-ontarian historical and genealogical research. Its other goals are: to promote province-wide research in this area; organize conferences, forums, exchanges, courses; to coordinate the work of the members in areas of common interest; to publish the works of members as well as church records; and to keep and promote the historical and cultural heritage of Franco-ontarians.

To accomplish this, the board created local chapters across the province to bring together individuals interested in searching their family history. Presently there are 10 chapters: Windsor-Essex (Belle-Rivière), Ottawa-Carleton (Vanier), Sudbury-Laurentienne (Sudbury), La Seigneurie (Hawkesbury), La Boréale (Kapusking), Saint-Laurent (Cornwall), Niagara (Welland), Joseph-Marie-Couture (Longlac), Timiskaming (New Liskeard) and Toronto (Salle canadienne de la Bibliothèque publique de North York). Unfortunately the chapter called La Huronie, in Penetanguishene, disbanded in 1985.<sup>1</sup>

In the Franco-ontarian historical and genealogical research centre of Ottawa-Carleton, there are baptismal, marriage and death records (mostly marriage records because the churches still hold most of the baptism and death records). Also you may find historical books, notary archives, Canadian family histories and land records.<sup>2</sup> The documents are organized according to different regions (for example, documents of the province of Ontario are divided into regions) from the Maritimes to the Yukon and includes some documents from northern American states where a number of French-Canadians emigrated to in search of work such as Vermont, Massachusetts, New Hampshire and Michigan.

The cost of membership to the Société franco-ontarienne d'Ottawa-Carleton is \$20 per person or \$30 per couple. When you join, you receive a kit which includes: *Le code d'éthique du généalogiste*, *Les méthodes de recherche*, *La méthode de numérotage Van Stradonitz*, blank family tree forms, a map of *La France ancestrale* and a list of different genealogical societies of Québec and some genealogical societies outside Québec from Newfoundland-Labrador to Dawson City, Yukon.

To obtain more information on the activities of the society:

Société franco-ontarienne d'histoire et de généalogie  
Box 720, Station B,  
Ottawa, ON K1P 5P8  
Telephone: (613) 744-1740 or 233-3240

<sup>1</sup> Adapted from a promotional brochure of the provincial Société franco-ontarienne d'histoire et de généalogie. Ottawa

<sup>2</sup> Adapted from a promotional brochure of the Société franco-ontarienne d'histoire et de généalogie of Ottawa-Carleton.

## APPENDIX C - LIST OF RELATED ORGANIZATIONS (CONTINUED)

### LDS records (Mormon)

Perhaps the most valuable international genealogical resource is in Salt Lake City, Utah and associated with the Church of Jesus Christ of Latter-Day Saints. The Mormon Genealogical Project entails establishing a genealogical history of everyone in the world, and to date have amassed the names of over 2 billion deceased individuals. There are Family History Centres in 49 countries including Canada.

Since 1938, the Family History Department has been microfilming pedigree information. In the mid-1980s, many of these records were transferred to CD-ROMs. The CD-ROMs at the Family History Centres include three series: *Ancestral File*, *Social Security Death Index* and *International Genealogical Index*. For the U.S. and Canada alone there are at least 5 CD-ROMs of data. The FHD has also produced software programs for both IBM compatibles and Macintoshes designed to help genealogists maintain family tree information. Through Dynix Library Systems, they have produced *GeneSys*, an automated resource service.

These records may be borrowed through interlibrary loan and sent to researchers using the Mormon's libraries. They have also published many titles used as search aids, including *The Library, a Guide to the LDS Family History Library*. They have prepared a Family History Library Catalogue on CD-ROM. Material can be borrowed from the main library in Salt Lake City through a public library although there is a small fee. There are local libraries in a number of Ontario centres. For the location of the library nearest you, look in the telephone book under Church of Jesus Christ of Latter Day Saints, then look for the Genealogical Library or Family History Centre listing. For example, Etobicoke (1-416-621-4607), London (1-519-473-2421), Brampton (1-905-873-2878), Sault Ste. Marie (1-705-254-5892), Timmins (1705-267-6900) and Ottawa (1-613-224-2231).

The Internet WWW site for the Family History Centres in Canada is:

<http://ftp.cac.psu.edu/~saw/FHC/canada.html>

Copies of the Birth, Marriage and Death Indexes and Registrations from the Archives of Ontario can be accessed through the local Family History Centres. You must visit the Centres in person as they do not reply to written reference inquiries. The availability of the Archives of Ontario microfilm may vary between Centres and it would be wise to call ahead to confirm their holdings.

## APPENDIX D

### BASIC GENEALOGY LIST

*Note: For a list of French-language, consult Appendix D on the reverse side of this publication.*

#### Atlases

If possible, obtain a copy of an historical atlas for your area. For example, libraries in the Windsor and Chatham area would want *Illustrated Historical Atlas of the Countries of Essex and Kent*.

#### Bibliographies and Catalogues

Aitken, Barbara. *Local histories of Ontario municipalities 1951-1977: a bibliography*. Toronto: Ontario Library Association, 1978.

This book and its supplement, *Local Histories of Ontario Municipalities, 1977-1987: a bibliography* are basic reference texts and very inexpensive.

**Note:** While these two volumes are also good for interlibrary loan purposes, the use of printed publications for interlibrary loan is changing. The CD-ROM database in the INFO project allows library staff members to search for local history and genealogy materials from a computerized source.

Coderre, John E. *Guide to birth, marriage and death records at the National Archives of Canada*. Compiled by John E. Coderre and Paul A. Lavoie. Ottawa: Ottawa Branch, Ontario Genealogical Society, 1987. 87 p.

A list of Canadian and foreign parish registers held by the National Archives of Canada. Includes manuscripts, microfilms and published transcriptions of parish registers. Arranged by province or territory and location. Foreign registers are arranged by country and location. Entries may include the denomination and type of data covered, name of county, years covered and a National Archives call number.

**Also:** collective and individual biographies of Canadians and biographical dictionaries such as *Dictionary of Canadian Biography*

#### Dictionaries

Whyte, Donald. *A dictionary of Scottish emigrants to Canada before Confederation*. Toronto: Ontario Genealogical Society, 1986. 443 p.

A dictionary of over 30,000 names of Scottish emigrants to Canada prior to 1867. Compiled from passenger lists, local and family histories, etc. Alphabetically arranged by surname. Entries may include name, dates of birth and death, place of origin, names of parents, destination, date, ship, occupation, names of spouse and spouse's parents, date of marriage, names of children and reference to sources.

#### Directories

Bunnell, Paul J. *Research guide to Loyalist ancestors: a directory to archives, manuscripts, and published sources*. Bowie (Md.): Heritage Books, 1990.

A directory of archives, libraries, and museums in Canada, the United States and other countries, holding materials relevant to Loyalist genealogical research. The section on Canada is arranged by province. Entries for institutions include address, telephone number and descriptions of sources such as census, land, estate and military records, parish registers, etc. Lists genealogical and other societies in each province as well as Loyalist historical sites. Bibliographies of published Loyalist sources.

## APPENDIX D - BASIC GENEALOGY LIST (CONTINUED)

### Handbook, Guides

If there is one, consider acquiring a **county genealogical handbook** published by the local branch of the OGS. There are handbooks for Kent, Bruce & Grey, Waterloo-Wellington, Brant, Norfolk, Frontenac and Lennox & Addington.

Baxter, Angus. *In search of your Canadian roots*. Toronto: Macmillan, 1989.

A guide to sources for genealogical research in Canada. Provides information for beginners on getting started, organizing research and writing a family history. Examines records available for each province or territory including census returns, land records, parish registers, civil registration records, newspapers, wills, directories, etc. Notes archives, libraries, genealogical and historical societies which have significant genealogical holdings. Bibliography. Subject index.

Clendenan, Diane E. *Researching your family tree: a beginner's guide from the Toronto Branch of the Ontario Genealogical Society*. Compiled by Diane E. Clendenan & Jane E. Thompson with the assistance of Ruth M. Burkholder. Toronto: Ontario Genealogical Society, Toronto Branch, 1993.

A beginner's guide to genealogical research. Provides basic information on getting started, using libraries, archives, genealogical and historical societies and organizing records. Also covers sources such as census, vital statistics, cemetery, land, estate and immigration records, maps, newspapers and directories. Addresses provided for relevant libraries, archives and society. Sample of completed family group sheet and pedigree chart. Reading list for each section.

Hebert, Donald J. *Researching Acadian families*. Villa Platte (La.): Hebert Publications, 1987.

Provides a brief history of the Acadian people and outlines sources for genealogical research. Notes archives and genealogical society.

Merriman, Brenda Dougall. *Genealogy in Ontario: searching the records*. rev. Toronto: Ontario Genealogical Society, 1988.

A handbook for genealogical research in Ontario that focuses on records available at the National Archives of Canada and the Archives of Ontario. An introductory chapter provides hints for beginners on finding ancestral locations in Ontario, organizing records and researching in resource centres. Other chapters describe sources such as vital statistics, land, court, immigration, naturalization, municipal, education, military, and Loyalist records and census returns. A final chapter discusses long distance research using, for example, correspondence, interlibrary loan and hired researchers. Subject index. **A new edition is due in 1996.**

### Cemetery Records

Ontario Cemetery transcriptions for the local cemeteries recorded by the Ontario Genealogical Society or the local branch of the OGS. A listing of cemeteries in the province can be found in an OGS publication called *Inventories of cemeteries in Ontario* by Verna Ronnow (1987). This booklet can be purchased from the OGS.

### Census Returns

Nominal census returns from the National Archives of Canada for the local area or region. The Ontario Genealogical Society published a 30 volume index called *Index to the 1871 Census of Ontario* (compiled by Bruce Elliott). A small library should have the volume for the surrounding counties.

As suggested in the text, the *Catalogue of census returns on microfilm, 1666-1891* and its supplement, the *Catalogue of census returns on microfilm, 1901* provide the basic listing of census reels. The census reels can be borrowed on interlibrary loan for use on the microfilm reader at the library. Many libraries have purchased microfilm copies of the census reels for the local area.

## APPENDIX D - BASIC GENEALOGY LIST (CONTINUED)

### Land records

Include historical atlases for the local counties and some historical maps. To assist the researcher in the difficult area of land registry records, the OGS and the Archives of Ontario produced *A guide to Ontario Land Registry Records*, in 1994. (Available from the Ontario Genealogical Society office in Toronto)

### Local history

Histories of churches, schools and communities in the area, as available.  
Tweedsmuir history of the local area produced by the Women's Institute.

### Military history

Published histories of Canadian regiments.  
Finding aids to military records on microfilm available through interlibrary loan from the National Archives of Canada.

### Newspapers

Selected newspapers for cities and towns in Ontario on microfilm, e.g., *Picton Gazette*, *Chatham Journal*

### Periodicals

(see the lists on page 22 of the English text and page 24 of the French text)

### United Empire Loyalists

Finding aids to information on United Empire Loyalists held by the Archives of Ontario and the National Archives of Canada (if appropriate to the local area)

### Vital records

Published records of births, marriages and deaths.  
County marriage registers of Ontario in microfilm and in paper copy.  
Indexes to Upper and Lower Canada marriage bonds.  
A new series (1995- ) which indexes the pre-civil registration records (known as the 'district marriage registers') is entitled *The marriage registers of Upper Canada*. Compiled by Dan Walker and Robert Calder, these are available from NorSim, 157 Ann Street, Delhi, ON N4B 1H8.

\* Adapted from: Bond, Mary. *Reference Sources for Canadian Genealogy*. Ottawa: National Library of Canada, 1996 and "Basic Genealogy Books for Ontario Libraries", a descriptive list prepared by Ryan Taylor of the Allen County Public Library (List to be published in: Taylor, Ryan. *Books you need to do genealogy in Ontario: an annotated bibliography* Fort Wayne, IN: Round Tower and available from Global Genealogical Supply, 158 Laurier Ave., Milton ON L9T 4S2)

## **SAMPLE 1**

### **COLLECTION POLICY**

# **Collection policy for the local history collection**

## **1. Objective for the local history collection**

To collect and preserve a collection of documents and other materials relating to the history of Trillium and surrounding area.

## **2. Criteria for selection**

**Geographical coverage** - The library will collect material pertaining to the history of Trillium and surrounding area as it relates to Trillium.

**Time** - Material will be collected dating from the earliest period possible to the present.

**Subject fields** - All subject fields pertaining to local history and genealogy will be collected.

**Format** - Materials collected will be print or non-print and may include photographs, slides, videos or any other media.

## **3. Loans**

The Library will accept the loan of appropriate material for the purposes of obtaining copies to be added to the collection and for exhibits, with permission of the owner.

## **4. Responsibility for the collection**

Volunteers or staff, under the supervision of the CEO, and with the assistance of the Local History Committee, will be responsible for collecting, organizing and filing material for the local history collection.

## **5. Patron use**

Local history materials may be used in the library only, and will not circulate. Loans of the material for display or similar purpose will be made only with the approval of the CEO or library staff in charge of the library, and will require documentation.

## SAMPLE 2

### GENEALOGY PATHFINDER

# Tracing your family tree at the Trillium Public Library

To locate additional material look under the following headings in the library catalogue: "Biographies", "Cemeteries"; "Genealogy"; and "Registers of Births, etc."

For a genealogy of a country, province, city, town or family, see the name (for example, Ontario - Genealogy)

#### General guides

Ref 929.371 Bax

Baxter, Angus. *In search of your roots: a guide for Canadians seeking their ancestors.*

Ref 929.10971 Jon

Jonasson, Eric. *The Canadian Genealogical Handbook: a comprehensive guide to finding your ancestors in Canada*, 1978.

Ref 929.1072 Mer

Merriman, Brenda Dougall. *Genealogy in Ontario: searching the records*, 1984.

#### Indexes

Ref 016.317 Hill

Hillman, Thomas A. *Catalogue of Census Returns on Microfilm = Catalogage de recensements sur microfilm 1666-1881.*

Provides access to the Census of Canada returns. The library has the returns for the Trillium area for 1842, 1851, 1861 and 1881.

R 016.3467 Ont

**Ontario Archives Land Record Index.**

Contains two alphabetical lists, on microfiche, one of personal names, and the other of towns and townships. The records date from the 1780s to 1914.

R 929.3713 Cou

**County Marriage Registers of Ontario, 1858-1869.**

Indexes to the marriage registers of the following counties: Peel, Ontario, Prince Edward, Huron, Hastings, York, Wentworth, Bruce, Northumberland, Wellington, Halton, Simcoe and Durham.

In addition, pamphlets and brochures may be found in the vertical file under the heading "Genealogy". All books mentioned here are available in the Local History section of the library. If you need help, please do not hesitate to ask at the Reference or Circulation Desk.

## SAMPLE 3

### BROCHURE FOR MARKETING PURPOSES

# Trillium Public Library Local History Collection

The Trillium Public Library collects material on the histories of Trillium and Moosewood. The Local History Collection is housed at the Library.

## **Nature of the collection**

The collection is comprised of:

- hardbound and paperbound books
- Township of Trillium documents
- Town of Trillium records
- Trillium airport papers
- marriage, death and cemetery records
- census indexes
- maps and photographs

There are other uncatalogued materials in the Local History Room, which are not as yet accessible to the public. Upon request, library staff may be able to research uncatalogued materials on behalf of patrons.

The Local History Collection is for reference only. All materials must be used in the library. Many books and other materials are out of print, fragile and irreplaceable and must be handled with care.

The Local History collection may be used by individuals interested in researching local personalities, sites and old buildings, and their own family histories within Trillium Township.

## **Hours:**

The Local History collection is available to the public during regular library hours  
Tuesday, Wednesday and Thursday: 2:00 to 8:00 p.m.  
Friday and Saturday: 10:00 to 2:00 p.m.

Inquires may be made in person, by telephone (765-4321) or by writing to:

Trillium Public Library  
Box 828  
Trillium, ON N0N 0N0

## SAMPLE 4

### LOCAL HISTORY BIBLIOGRAPHY (TABLE OF CONTENTS PAGE)

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## **SAMPLE 4**

### **LOCAL HISTORY BIBLIOGRAPHY (INTRODUCTION PAGE)**

## **Introduction**

### **Purpose and scope**

The purpose of this bibliography is to provide a practical guide to those materials held by Trillium Public Library which are specifically concerned with the local history of Trillium. For this bibliography, local history materials are defined as materials which provide a narrative account of the past whether produced by professional researchers or by citizens writing a personal account of the past.

Archival sources have been excluded from this bibliography. Archival sources are those which record events as they are happening, for example, the minutes of a council meeting or the membership role of a local service club. While these sources are invaluable to the researcher, their usefulness to the general audience is limited. Archival material is included in another catalogue available at the library.

Genealogical materials have also been excluded from this catalogue. While these materials are also valuable sources of local history -- because local history is comprised of individuals and families -- local history materials, as defined above, have a wider general applications than do genealogical sources. Also many of the genealogical sources used in our library have been produced and are held in locations outside of our community, making a catalogue of genealogical materials a much different type of catalogue than this one.

### **Organization**

The material in this bibliography is organized by subject. Generally speaking, the items are located under the broadest subject heading that reasonably applies. Significant aspects of the community such as churches or historic buildings may be assigned their own subject heading.

The author, title and subject indexes that follow provide the user with more complete access to the various materials listed in this work.

In the main bibliography, entries are listed alphabetically by author under the given subject headings which, in turn, are listed alphabetically. A typical entry lists author and title, furnishes relevant bibliographic information, and provides a brief annotation. The designation "Pamphlet" applies to the pamphlet/information file holdings, and headings under which these files may be found are given.

Some sources of local history may have been overlooked but this bibliography is intended as a first step. If you have further information on local history material for the Town of Trillium, please contact the library staff.

## SAMPLE 4

### LOCAL HISTORY BIBLIOGRAPHY (TYPICAL ENTRIES)

#### Trillium, Ont. - Churches - History

*A Souvenir of the Presbyterian Congregations of Moosewood and Trillium.* Printed by the Telegram Printing Company, 1914.

Biographical information and photographs of all the ministers for these congregations are included. There are also membership roles for each group in the two churches.

#### Trillium, Ont. - Historic Houses, Sites, Etc.

*A walking tour of Trillium: Then and Now* [pamphlet]. Trillium: Agricultural Fair Committee, 1995.

A brief history of various buildings and historical sites in Trillium. This booklet is meant to be used in conjunction with an actual walking tour of the village and agricultural fair grounds.

Pamphlet - "Historic Buildings in Trillium"

A collection of articles providing historical information on many homes, buildings and sites in the village. Sketches of some of the buildings are included.

#### Trillium, Ont. - History

Anderson, J. Carr. *Trillium Past and Present: A historical sketch of its early settlement and an account of the struggles of the pioneers.* Printed by the Telegram Printing Company, 1903.

The author provides notes on the community including many of the businesses operating at that time.