

## Managing Genealogy Requests

### General Guidelines:

- The majority of libraries do not loan genealogical materials. Patrons should indicate on request what information they need copied from the book. Do they want a name(s), township, table of contents or other information copied?
- If patron wants a name(s) copied they should provide variations in spelling on the request and if it is a common name they should provide some identifying information for the person such as date of birth or death, where they lived or name of a spouse.
- Older county histories are often not indexed or only include indexes for the more prominent citizens.
- One volume per request. Checking the catalog of the library owning the item can help determine what volume your patron needs.
- Most libraries will not search for obituaries. Request a loan of the newspaper microfilm.
- Newspapers: weekly small town newspapers are generally one reel for each year, large city newspapers like the Star Tribune are 2 reels for each month.
- Plat maps and atlases generally do not loan. Request a township to be copied. Occasionally they will have a name index.

### Useful Online Resources:

- ELM (Electric Library for Minnesota) includes ProQuest Newsstand Complete which has access to over 673 newspapers with over 350 in full text. Date varies for each newspaper, but none starting before 1980. Helpful for obituaries. [www.elm4you.org](http://www.elm4you.org)
- If your library has access to Ancestry (includes U.S. federal census) or Heritage Quest Online (U. S. federal census and 22,000 family, county and local history books online) have your patron check for books or census here first before requesting the item.
- Check Google books.
- Making of America: [moa.umdl.umich.edu](http://moa.umdl.umich.edu) & [moa.cit.cornell.edu/moa/](http://moa.cit.cornell.edu/moa/) (includes War of the Rebellion: a compilation of the official records of the Union and confederate armies, 70 volumes).

### **Large Genealogy Collections that loan:**

- Large genealogy collections that loan: Mid-Continent Public Library (Missouri), St. Louis County Library, houses the National Genealogical Society Book Loan Collection (Missouri), California State Library-Sutro.
- LDS genealogy microfilms (2 million) available for loan to libraries at \$5.50 reel for one month loan. See <http://familysearch.org> Click on Family History library Catalog. Contact Rod or Sue Schultz, 801 947-0851 or [SchultzRE@ldschurch.org](mailto:SchultzRE@ldschurch.org)

### **Minnesota Historical Society**

- Non-circulating library except where they own the microfilm negative reels.
- Will not loan federal census.
- Will not loan death certificate microfilm reels and will not make copies for MINITEX (request directly from MHS at a cost of \$9.00.): <http://people.mnhs.org/dci>
- Will not copy birth certificate images for MINITEX (request directly from MHS at a cost of \$9.00): <http://people.mnhs.org/bci>
- Copy limit 60 pages per request.
- Limit 6 reels of microfilm out to a patron at any one time. 3 week loan per period.
- Will loan Minnesota state census microfilm reels (1849- 1855, 1857, 1865, 1875, 1885, 1895, 1905). Also will loan Minnesota nonpopulation schedules for 1860, 1870, 1880. These include mortality schedules and agriculture schedules, which include information on names of farmers and data relating to the agricultural production.
- Check MHS E-Books for full text books: <http://www.mnhs.org/library/ebook.html>. Minnesota History Journal will be available full text from their website fall 2008. Digital maps: <http://www.mnhs.org/collections/digitalmaps/index>
- Minnesota Naturalization records microfilm will loan or copy of a specific record can be made. Indexes available in print or online at: [www.ironrangerresearchcenter.org](http://www.ironrangerresearchcenter.org). Finding aids for naturalization microfilm available on MHS catalog record.

### **Wisconsin Historical Society and Archives**

- Wisconsin Historical Society Libraries' collection is a circulating collection with these exceptions: will not loan genealogical materials, family, county, local histories and Civil War books. Most pamphlets will circulate if they are over 50 pages, with the exception of genealogical materials. WIH will copy up to 100 pages from pamphlets.
- Do not loan archival materials, but will make copies. Will loan microfilm where they have a negative microfilm. See: <http://www.wisconsinhistory.org/libraryarchives/>
- Own federal census for the entire U.S. and indexes, but will not loan.
- Will loan microfilm reels for Wisconsin federal and state census.
- Will loan Wisconsin state census microfilm reels.
- Will loan all newspaper microfilm, 6 reels per request and 10 reels per patron total. 4 week loan period.
- Will loan Norwegian bygdeboks (farm histories) as they are held in the Memorial Library.
- Wisconsin Digital collection(contains mostly books, i.e. county histories) : <http://content.wisconsinhistory.org>
- Wisconsin Magazine of History digitally archived back to 1917: <http://www.wisconsinhistory.org/whm/archives>
- Check selected(16,000 online) newspaper images for biographical information <http://www.wisconsinhistory.org/wlhba/>

### **State Historical Society of North Dakota – not accessible to MINITEX**

- Request material directly, see : <http://www.nd.gov/hist/>

### **South Dakota Historical Society – not accessible to MINITEX**

- Request materials directly, see : <http://www.sdhistory.org/>

### **Iron Range Resource Center – not accessible to MINITEX**

- Home page: <http://www.ironrangeresearchcenter.org/>

## University of Minnesota

- Loans all of their genealogy, county and local history materials unless they are in reference.
- Will loan newspaper microfilm, limit 6 reels per request and 10 reels per patron total. 6 week loan period.
- Will not loan census microfilms, but can make copies of a few pages.
- The Map Library is premier academic map library. Any map acquired before 1986 is not in the MNCATonline catalog. Home page: <http://map.lib.umn.edu/>
- Will not loan Minnesota plat maps and atlases. Patron should indicate on request which township or name they want copied. Most of these maps do not have a name index.
- Immigration History Research Center is non-circulating collection including their microfilm. A majority of their materials are not in MNCAT. See: <http://www.ihrc.umn.edu/>

For further questions contact:

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