# **BEGINNING GENEALOGY**

An introduction to the Genealogy Center and how to start your family history research

## • Address: 8316 E 93rd St. Tulsa, OK 74133

Hours: Mon-Thurs 9-9
 Fri 9-6
 Sat 9-5
 Sun 1-5
 Phone: 918-549-7691

- One of the largest collections in Oklahoma
- Collection included in library catalog
- Non-circulating reference collection
  - Reference books
  - State books
  - Family books
  - Maps
  - Microfilm
  - Newsletters and Magazines

## Services

- Interlibrary Loan (ILL)
  - Must have TCCL library card
  - \$1.00 mailing/postage fee
- Affiliate library of Family History Library
  - o www.familysearch.org
  - Salt Lake City, UT
  - Order microfilm online

## Services

- Borrow materials from a regional consortium of libraries
  - Free-no charge for service
  - Fast-get books in a few days
  - Titles incorporated into TCCL catalog



## Services

- Monthly Programs
  - Check the monthly event guide
  - Handouts for classes on webpage
- Subscription Databases
  - Ancestry Library Edition (all TCCL branches)
  - Fold3 (GE only) formerly Footnote
  - American Ancestors (GE only)
  - Historygeo.com (GE only)

## www.tulsalibrary.org





Have a question? ? ASKUS



GO

Keyword 🗾 Search

€ CATALOG C WEBSITE



## www.guides.tulsalibrary.org/genealogy



Home

# Programs and Workshops Tip Sheets Home How to Begin FAQ American Indian Research Local Resources Home Print Page Search: This Guide Search



Address: 8316 E. 93rd St. Tulsa, OK 74133

#### Hours:

Monday-Thursday 9 a.m.- 9 p.m. Friday 9 a.m. - 6 p.m. Saturday 9 a.m. - 5 p.m. Sunday 1 p.m. - 5 p.m.

#### Contact Us

Phone: (918) 549-7691

Email: genaskus@tulsalibrary.org

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#### Friends Of Genealogy



#### About The Genealogy Center



#### Welcome to the Genealogy Center Research Guide!

We are one of the largest genealogy collections in Oklahoma. The collection consists of books, microfilm, microfiche, maps, and online databases. This collection focuses on research mostly within the United States with some of our largest material holdings pertaining to Arkansas, Kentucky, Missouri, Oklahoma, Tennessee, Texas, and Virginia. We also have print and electronic resources on military, immigration, and family records and histories.

All of our resources are free to use for those with a Tulsa City-County Library card. The only cost is for printing: 10 cents per page for black and white, \$1 for color. Out of town guests, can purchase a guest pass for computers for \$2 for a 90 minute session.

#### Upcoming Genealogy Programs and Workshops

#### What is the FamilySearch Wiki?

Monday, August 11 • 10:00am-11:30am

The FamilySearch Wiki won't help you find the names of your ancestors. The Wiki is about finding records that may have been generated by and about your ancestors. Learn how to use this online resource with Genealogy Library Associate, Liz Walker. For adults. Registration is required. Class size is limited. Call 918-549-7691 to register.

### July is Family History Month at the Genealogy Center!

Check out the schedule at the link below!

### Featured Genealogy Databases Library Catalog Interlibrary Loan Ancestry library edition (available at all library locations) (available only at Hardesty Regional Library) American Ancestors (available only at Hardesty Regional Library) 🗶 geo.com HISTORY (available only at Hardesty Regional Library)



Feature Databas



### Home

### • Friends of Genealogy



Friends Of Genealogy

The Friends of Genealogy sponsors the Genealogy Center through the generous donations of its members.

If you would like to become a member of this organization, please fill out the form linked below and return it to the Genealogy Center. Membership is \$10.00 per year.



#### Genealogy Reference And Research Services

Genealogy questions can be answered by phone, email, or written letter. Examples of phone inquiries would be questions about what the library owns, an address, or information on a research topic. The staff is not able to look up names or conduct any kind of indepth research over the phone. We are also unable to make long distance phone calls or faxes so email communication is best for those out of state who wish to request information. A limited amount of research, including census or Indian roll look-ups, can be conducted by letter or email to 8316 E. 93rd St., Tulsa, OK 74133 or genaskus@tulsalibrary.org.

### Handouts

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July is Family History Month at the Genealogy Center!

Check out the schedule at the link below!

Pre-registration is no longer required.

The classes that note a need for registration have been moved to a larger room to accommodate more people. Feel free to come to any of the classes listed on the flyer without registering.

Brochure
Family History Month Schedule

#### What's New

#### On the New Bookshelf in the Genealogy Center as of May 2014

Rabun County, Georgia, Writs, 1836-1859 GA r929.3758123 W332r 2013



Georgia in the American Revolution: A Source Guide for Genealogists and Historians GA r929.10720758 G925g 2013





#### Handouts And Form Free Charts and Forms 📜 Beginning Genealogy Handout 📜 Beginning Genealogy Powerpoint 📜 Easily and Inexpensively Publish Your Family History 📜 Easily and Inexpensively Publish Your Family History handout Free Genealogy Websites 入 Genealogy Subscription Databases 搅 Joshua Taylor: Bridging the Gap 搅 Joshua Taylor: Finding the Roots of Your Family Legends

### How to Begin



Beginning your family history search can often be a fun and rewarding experience. Researching family history is becoming a popular pursuit as more and more people discover how to locate information about their family and connect with others who are also researching their family.

The best place to start your family history search is at home. Take inventory of things that might be of use to you. For example, you might have copies of birth or death certificates or marriage licenses. These documents will help you determine names, dates and places of important events in your family's history.

As a general rule, start with known information and go backwards to unknown information. This is why most researchers are encouraged to start with themselves and work backwards. As you work with known information, you will be able to discover what facts you actually know and what information you need to locate.

One **helpful tool** is an family tree or **pedigree chart**. These charts function as worksheets allowing you to start with yourself and record birth, marriage and death information about your family. Most of these charts extend out for 5 or 6 generations allowing you to discover basic information about your ancestors.

As you begin to fill out the pedigree chart, you might want to talk with older members of your family. These family members may be able to assist you with specific information about earlier generations. For example, a grandmother might be able to tell you where her mother or father is buried.

The Genealogy Center offers beginning classes. Local genealogy societies offer classes and advice as well. There are also books and videos available on how to start your family research. These books and videos will be able to answer questions and provide information that will be of help as you begin your research.

# WebsiteFAQ

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#### **Frequently Asked Questions**

### 1. How Do I Obtain A Copy Of A Birth Or Death Certificate?

The Department of Health and Human Services publishes a document titled Where to Write for Vital Records. Look up the state in which the event occurred to find the address and fee information for obtaining birth, death, marriage, and divorce certificates. Since vital records are handled at the state level, Internet services vary greatly. You can find the home pages for all fifty state governments by using State and Local Government on the Net. From the state home page, you can search for information on how to request vital records from that state. You can obtain Oklahoma birth and death certificates locally at the Oklahoma Department of Health, 5051 S .129th East Ave., Tulsa, OK 74134. They are open between 8:30 AM and 4 PM, Monday-Friday. Their phone number is 918-549-4840.

### 2. What Does My Last Name Mean?

The meanings of our surnames can give us important information about our families. The country of origin is usually included with the meaning. Some library branches have surname dictionaries which contain many prominent family names; however, the Research Center at Central Library and the Genealogy Center have the widest variety of surname dictionaries.

### 3. Where Can I Find The Coat Of Arms For My Family?

Heraldry is the study of a family's coat of arms. Coats of arms were granted to individuals for services rendered. Because of this practice, individual family members may have very different coats of arms. There are books about heraldry and coats of arms located at the Genealogy Center. To be able to identify your ancestor's coat of arms, you would have to determine the name of the ancestor who was actually granted a coat of arms and then locate his specific coat of arms.

Many people locate a coat of arms belonging to a person with the same surname as theirs and use that for their family's coat of arms. Although this is an accepted practice in the United States, it is not legally accepted in countries such as England and Scotland who maintain a registry of arms.

### 4. How Can I Find My Family History On The Internet?

Using the Internet to locate genealogical information is becoming very popular. Each day more and more information is added to the internet to assist researchers. To locate actual family records, a researcher should begin by searching more established Web sites maintained by archives, libraries, museums, institutions, etc. These sites are linked to other sites that may be of help to researchers. Many researchers have put family Web pages on the Internet. By locating these sites, researchers can connect with each other and share information.

### American Indian Research



Locating American Indian ancestors may be possible if they were members of one of the Five Civilized Tribes living in Oklahoma. These tribes developed a relationship with the United States government long before other tribes. Because of this long-standing relationship, tribal records exist for most of the 19th century. These records are available and can be used to discover and document American Indian ancestors.

The Five Civilized Tribes consist of the Cherokee, Choctaw, Chickasaw, Creek and Seminole tribes. These tribes were removed to Oklahoma in the late 1830's and early 1840's from their homelands in the southeastern United States. Each tribe was given land in what was then known as Indian Territory.

### Website

- American Indian Research
  - Final Dawes Rolls Index

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To be on the Final Rolls, or Dawes Rolls, your ancestor had to be living continuously with the tribe in Oklahoma. The first step is to determine the name of an ancestor who was living in Indian Territory between 1898-1906 and who will be on the 1900 federal census. Knowing the approximate age of the ancestor at that time the roll was taken and the names of any family members (parents, children, spouses) who may have been listed with them will be helpful in verifying the correct family on the rolls. If you are not sure of the age of your ancestor or other names of family members, you may need to acquire more information from other family members, or find a later family member on the 1930 or 1940 federal census and trace backwards to the 1900 from there.

Next, you need to **find your ancester on the 1900 federal census for Indian Territory**. As part of the questionaire asked by the census taker, the race of your ancester will be noted in one of the columns. If your ancestor is listed as "white" or "w," then it is unlikely they will be enrolled in the Final Rolls. Once you have verified your ancestor as non-white and living in Oklahoma in 1900, you will use the **Dawes Rolls Index** to find their census card number, or CC#. You may search by your ancestors name, and the index will provide you you were tribe, blood, and CC# along with other relevant information. The "blood" section will be members with Indian blood. The "more" and "newborn" sections are names of children who enrolled. The "by marriage" section will be the names of whites who were married to tribal members and the "freedmen" will be the names of the former slave families who were adopted into the tribes. Be sure to check the age of the person listed in the results of your search to verify it is the correct person. You may also see what other family members were listed on the card with your ancestor.

### Tulsa Newspaper Death Notice Index

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Tulsa Newspaper Death Notice Index

The Death Notice Index is a database listing the dates of death notices that have appeared in the Tulsa World and Tulsa Tribune. A death notice is not an obituary, as it will only give the person's name, age, occupation (if known), and location and time of services. Obituaries are classified ads, so they are not indexed. The Central Library has both the Tulsa World and Tulsa Tribune on microfilm in the Research Center on the 4th floor. Copies or scans can be made from the microfilm.

The Death Notice Index contains the name of the person and the date the death notice appeared in the newspaper, covering the years 1963-1990 in the Tulsa World.

Sometimes, the name you are searching for is not listed. It may help to try a different spelling of the person's last name. There are many different ways to spell certain names, such as Lewis, Louis, Luis, or Stevens, Stephens, or Elliott, Elliott, Eliott, Eliott. If you are uncertain of the spelling of a last name, put the first few letters of a last name, such as 'She', which will bring up names from Shea to Shewmaker.

Occasionally, there are articles about deaths and death notices do not appear in the newspapers. In those cases, the dates and/or page numbers of the articles appear in the index.

For death notices from 1989 to the present, library customers with a valid library card can visit their neighborhood library and search the **Tulsa World** online via a library subscription service.

For any questions regarding the Death Notice Index, please contact the Research Center at 549-7420 or send an email.

### **Begin Searching**

Tulsa County Resources In The Genealogy Center

### **Cemeteries And Death Records**

#### Broken Arrow Historical Society



The library at the **Broken Arrow Genealogical Society** contains resources on Oklahoma as well as other states, including an extensive Civil War collection, genealogy CDs, and microfilm of The Broken Arrow Ledger.

Oklahoma Historical Society



# Additional Resources Family History Center

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#### Resources At The Genealogy Center

#### Family History Center



The Genealogy Center has vertical files with a variety of information on different states, significant historical events, Native Americans, and even some family surnames. For a listing of the documents contained in some of the vertical files, see the document attached below.

A compiled list of all **Civil War Resources** located at the Genealogy Center can also be found below.



Civil War Resources Vertical File Index

Vertical File Surnames



Founded by the The Church of Jesus Christ of Latter-day Saints, the Family History Center contains more than 2.4 million rolls of microfilmed genealogical records and 742,000 microfiche. Access to the Family History Center website is free and provides users with a myriad of viewable records, including birth, marriage, and death records, census records, and much more.

The Genealogical Society of Utah's Research and Library System has designated the Genealogy Center an official Family Search Center, which enables the Genealogy Center to borrow microfilm and microfiche from the Family History Center in Salt Lake City, Utah.

Genealogy Center patrons researching their roots may borrow microfilm/fiche from the Family History Center for a \$7.50 shipping & handling charge required by the Center. The materials will stay at the Genealogy Center for 3 months for the requesting customer to use during regular library hours.

#### Search the Family History Center Catalog Online

Once you have located the film you would like to order, you will need to create an account and order the film through the link below.

Online Film Ordering

Family History Research Wiki

### USGenWeb



Volunteers from all over the country host county websites, transcribe data (like cemetery lists) and scan and upload documents (map, etc.). **USGenWeb** is organized by state and county. The links found on this site will connect you with the state and county genealogy websites.

#### Vital Records



Additional Resources

### Map Index

#### Map Index



Many maps useful to historical and genealogical research are located in the Genealogy Center (Tulsa City-County Library). This database is an index to the Genealogy Center's Map Collection.

#### Searching the Database

Search by subject, state, or country. Records in the database provide the name and a brief description of each map and its location in the Genealogy Center. Two collections make up this database. Maps located in the Map Cabinet are assigned drawer numbers. Maps located in the Bette Riddle Collection are designated with BRC as their location.

All materials located in the Genealogy Center are for in-library use only. The index is still being compiled and records continue to be added to the database. If you do not find the map you seek in the database or have any questions about the Map Collection, please contact the Genealogy Center by telephone, 918-549-7691, or email.



- Free Genealogy Websites
  - Local Resources tab
    - Broken Arrow Genealogical Society
    - Oklahoma Historical Society
    - Tulsa County USGenWeb page
    - Tulsa Genealogical Society
    - Tulsa Historical Society

## Free Genealogy Websites

- Additional Resources tab
  - Cyndi's List
  - Family History Center
  - Find a Grave
  - National Archives
  - USGenWeb
  - Vital Records

## WHERE TO BEGIN

- Family Pedigree Chart (Lineage)
  - Names, birth and death dates, and places
  - Use pencil
  - Fill in as much as you can
    - Ask family members
    - Look at old family photos
    - Locate documents you might have at home
  - Use women's maiden names
  - Use charts to do research

# WHERE TO BEGIN

- Family Group Record (Individual Family)
  - Father, mother, children, and children's spouses
  - Lists children in order of birth
  - Useful for tracking family migration pattern

## HOW RECORDS ARE ORGANIZED

• Local/county level

State level

Federal level

- Birth and Death Records
  - Only from about 1900 forward
  - In the state where birth and death occurred
  - No records before statehood
  - Records not likely in rural areas
  - State vital records offices in the state capitols
    - www.vitalrec.com
    - Fees for copies (varies by state)

## • Birth Certificates

- Useful information
  - Parents' names
  - Date and Place
  - More likely accurate (filled out by someone who knows)
- Delayed birth certificates
  - Notarized statement made as a adult
- Other sources for birth date information
  - Social Security application

### • Death Certificates

- Useful Information
  - Parents' names
  - Birth date and place
  - Death date and place
  - Burial place
- Information not always filled out by someone who knew the correct answers.
- Other sources for death information
  - o Obituaries
  - Cemeteries
  - Funeral homes
  - Social Security Death Index
  - o www.findagrave.com

Maps

• Historical atlas

State archives

Place name books

County level

Most information will be found here

 Represents the day to day activities of people

## • County records

- Indexes for everything
- Located at courthouse at the county seat
- Marriage
- Divorce
- Voting
- Adoption (most records sealed)
- Wills
- Early naturalization (until 1906 or 1907)

## Resources

Handybook for Genealogists

 Courthouse Research for Family Historians: Your Guide to Genealogical Treasures by Christine Rose

www.usgenweb.com

## • Public library

- Newspapers
  - Tulsa World from 1906 located at Central Library
- Vertical files
- Directories
- School records
- Church records
- Cemetery records
- Funeral home records
- County histories

- County Genealogy or Historical Society
  - Vertical files
  - Church records
  - School records
  - Cemetery records
  - Funeral Home records
  - County Histories

## Immigration records

Military records

Census records

## Immigration records

Passenger arrival lists

Naturalizations

## Immigration

### Passenger Lists

- Created by captain of each ship
- Records kept at the port
- Records filed chronologically
- Most lists start about 1820
- Most pre-1820 records have been published
- Originals in National Archives
- Some are indexed on Ancestry

## Immigration

- Passenger Lists
  - Information found on lists
    - Name
    - Arrival date
    - Port of arrival
    - Ship name
    - Departure location
- Later records contain more information
- Records have been microfilmed
#### • Naturalization

- Two parts to naturalization process
  - Declaration of Intent
  - Naturalization records locate this first
- Early records at the county level
- Bureau of Immigration and Naturalization created in 1906
- No naturalization records for women before 1920s

### Immigration

Clues to locating immigration records

- 1900 census asks immigration and naturalization questions
- Church records
- Obituaries

#### Military Records - first American documents

#### Military or service records

- Enlistment, unit, rank, state
- Wounded, captured
- Battles

#### Pension records

- After the war, paid for service
- Widows of veterans could apply

#### Bounty land records

- Land pensions
- Only for **Revolutionary War** and **War of 1812**

- Military Records
  - Revolutionary War
    - All pre-1776 records are colonial (state) records
    - Continental army vs. state militia
    - Records available on Fold3
    - o DAR
      - www.dar.org

- Military Records
  - Civil War

#### o Union

- Fold3 digitizing service and pension records
- Pension index in Ancestry
- Service records have been microfilmed
- Pension records only available at NARA

- Military records
  - Civil War

#### o Confederate

- State level (Confederate States of America)
- Service records digitized on Fold3
- Some digitized pensions on state archives websites
  - Pensions were not paid until around 1900

### Military records

#### Civil War

#### Resources

- Rosters
- State publications
- County histories
- State archives
- Lineage societies

### Military Records

#### World War I

• Records burned on a federal level

- Check at state level
- 1930 census question 30 and 31
- Draft registrations in Ancestry (1917-1918)
  - Men born from 1875
  - Can use as birth record
  - Closest living relative listed

### Military records

#### World War II

- 72 year privacy law restricts access
- Next of kin can order records
  - Information on www.archives.gov
  - Need to know unit number
  - Check for discharge papers at county courthouse

- U.S. Census (1790-1940)
  - Taken by state and divided by county
  - Follows historical progression of states
  - Enumerators went door to door
    - Who answered the questions?
  - Each census had different questions
  - 72 year privacy law
  - Indexed and digitized on Ancestry

### OU.S. Census

- 1790-1840: names of head of household only
- 1850: every name in family listed with ages and birthplace
- 1850/1860: added slave schedule
- **1880:** relationships and birthplace of parents
- 1890: census burned
- 1900: month/year of birth, number of years married, immigration/naturalization information

OU.S. Census

**1940** 

o Identifies the person who answered the questions

• Gives residence of family in 1935

### Search Tips

- Start with the 1940 and work backwards
- Be creative with name spellings
  - Use soundex in Ancestry when unsure of exact spelling
- Nicknames, initials
- Incorrect, but close information who answered the questions??

## **KEEP THIS IN MIND**

- Genealogy is a **research** project.
- Start with what you know and work backwards.
- Not all the information you need will be online.
- Tracing your family tree does not happen overnight.
- Developing your family tree is a **progression**.

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