



Quinte Branch

ONTARIO GENEALOGICAL SOCIETY

Mailing Address: PO Box 1371, Trenton, Ontario, Canada K8V 5R9

Research Library located in the Quinte Genealogy Centre

at Quinte West Public Library, 7 Creswell Drive, Trenton, Ontario

1-613-394-3381 x3328 - quintebranch@ogs.on.ca - <http://www.rootsweb.ancestry.com/~canqbogs/>

Using the Names Index Database Finding Aid

The Quinte Branch has developed the *Names Index Database Finding Aid* to help genealogists find their surname interests among the thousands of genealogies and other resources in the branch research library. It is accessible for patrons on the computers in the library and for those researching from a distance on the branch website at <http://www.rootsweb.ancestry.com/~canqbogs/>.

Indexing of the branch research library collection is an on-going project and more than half the genealogies and many other resources are indexed in the finding aid.

With a little understanding of the finding aid structure a lot of information can be found in the search results. The finding aid is organized into three columns and includes hundreds of thousands of other references that provide more than just the library call number and page number.

1. Surname, Firstname

The search field allows you to search on first name and/or surname and results in a list of hits from the database. A typical search returns the full name (which may include birth and/or death dates if known), the library call number and the page on which the name is found.

Spencer, Samuel	GEN-SPR-001-01	10
-----------------	----------------	----

2. Library Call Number

The library call number is organized into four parts separated by dashes, e.g. GEN-SPR-001-01

a) The first three alpha characters represent the library category that includes the resource:

- CEM** = Cemetery transcripts
- CEN** = Census transcripts
- DIR** = City and other types of directories
- GEN** = Genealogies or family histories
- HIS** = Published local histories, school registers, ethnic records, loyalist lineages and lists, military records, diaries and biographies
- LIS** = Lists or transcripts such as birth, marriage and death records, newspaper indexes, family history charts or pedigrees, immigration and passenger lists, periodical indexes, strays records and voters lists
- REC** = Records such as account books, oaths of allegiance, wills or probate, obituaries, or funeral cards
- REF** = General research books, maps and other reference books
- QWPL** = This indicates that the book is in the Quinte West Public Library reference collection and is followed by its Dewey Decimal Code.

Resources indexed in the finding aid are primarily from the CEM, GEN, LIS and REC categories. After searching the finding aid and making a list of results you can search or browse the *Research Library Catalogue* at http://www.rootsweb.ancestry.com/~canqbogs/pdf_files/QBOGS_LibraryCatalogue.pdf to

identify the items of interest to you that are included in the index, and other resources that are not such as CD-Roms, microfiche, microfilm, newsletters and periodicals.

b) The next three letters of the call number represent the beginning of the resource title and in the case of genealogies, are the first three letters of the family surname. For example:

Spencer, Adeline (1865-)	GEN-SPE-001-01	3, 8
--------------------------	----------------	------

In this case, Adeline Spencer is found on pages 3 and 8 of the genealogy titled Spencer, John & Jane.

c) The next three numbers or letters represent the item or volume number within the resource and title categories, or in the case of a cemetery transcript, the township where the cemetery is located. For example, a burial from a cemetery transcript would be indicated by the CEM prefix followed by the county (HAS for Hastings, PEC for Prince Edward and NOR for Northumberland), followed by a two letter code representing the first and last letter of the Township and then the stone number in the transcript in the page no. field.

Spencer, Samuel M. -	CEM-HAS-TW-10	RW0082
----------------------	---------------	--------

In this example, Samuel M. Spencer is buried in Hasting County, Thurlow Township cemetery no. 10 at stone number RW0082. Looking up this cemetery in the *Research Library Catalogue* identifies it is Zion Hill Cemetery.

d) The fourth part can represent a volume within a collection, the cemetery number within a township as described above, or the medium used such as CD-Rom. For example: the Wesleyan Methodist Baptisms (published by the United Church Archives of Canada in partnership with the Quinte Branch) can be found under reference LIS-BMD-059-05CD. The CD suffix code indicates the document is available on a reference CD in the library.

Hubble, Clarinda Bap 1849-01-18	LIS-BMD-059-05CD	Vol. 1 Pg. 36
---------------------------------	------------------	------------------

The additional information available here is the source document, volume and page number which can be found in many Ontario public libraries however, Clarinda's full baptism date of 18 Jan 1849 is also included after her name. The source document would also provide her parents names and the location of her baptism in addition to other information.

3. Page Number

In addition to identifying the page number in a publication or a stone number in a cemetery, this field can also include the date a newspaper was published. For example, the Belleville Intelligencer newspaper birth, marriage and death listings from 1848 to 2005 are included under LIS-BMD-072-01 for births, -02 for marriages and -03 for deaths.

SPENCER, ROSS SAMUEL	LIS-BMD-072-03	19900201- P2
----------------------	----------------	-----------------

In this death example, Ross Samuel Spencer's death notice was published in the paper on Feb. 01, 1990 [19900201-P2] with the P2 indicating the page on which it is found. Knowing how to decipher the "page no." provides a clue to the death date remembering that this is the date it was published so it will be after the actual event date.

As you can see, with a little sleuthing through the linked reference charts you can do some of your preliminary research work before visiting the library or e-mailing a volunteer research assistant for help. Good searching...