

BLUE MOUNTAINS FAMILY HISTORY SOCIETY INC

Re-organisation of the Family History Resources Library

To permit easier access to resources, better stock control, more logical placement, ease of re-shelving and future expandability, a condensed version of the organisational system used by S.A.G. in its Kent Street Library has been implemented.

The system that has been implemented uses a number of TIERS, from the general to the more specific.

TIER 1 (Major Organisation)

A Australia	B New South Wales (Including ACT & Norfolk Island)	C Victoria
D Tasmania	E South Australia	F Western Australia
G Northern Territory	H Queensland	J Papua New Guinea
K New Zealand	L World	M Great Britain
N England	P Scotland	Q Wales
R Northern Ireland	S Eire	T Canada
U United States	V Other English Language	W Other Non-English Language
X Special Collections	Y Oversize	Z Under Security

TIER 2 (Major Category)

1. Guides and General	2. Vital Records
3. Cemeteries	4. Pioneer Registers
5. History, Local History	6. Biographies & Family Histories

TIER 3 (Specific Location or Sub-Category)

B New South Wales (includes ACT & Norfolk Island)		
1. Sydney	2. South Coast (Wollongong and Illawarra)	3. Central Coast
4. Southern Highlands & Snowy Mountains (Capital Country)	5. Blue Mountains (includes Lithgow, Mudgee & Oberon)	6. Newcastle & Hunter
7. North Coast & Northern Rivers	8. ACT & Islands	9. Central West
10. New England & North West	11. South West (the Murray & Riverina)	12. Outback NSW (Cobar & Broken Hill)
C Victoria		
1. Melbourne (including Melbourne East, Geelong & Mornington Peninsula)	2. Gippsland & Lakes	3. Goldfields & Macedon Ranges (Bendigo, Ballarat & Spa Country)
4. Goulburn & Upper Yarra	5. High Country & Murray Central & East	6. Mallee & Wimmera
7. Grampians, Central Highlands, Western & Warnambool		
D Tasmania		
1. Hobart	2. East Coast	3. Launceston & Tamar Valley
4. Southern	5. North west	6. West Coast
E South Australia		
1. Adelaide & Adelaide Hills	2. Barossa & Clare Valleys	3. York Peninsula & Kangaroo Is.
4. Fleurieu Peninsula	5. Eyre Peninsula	6. Riverlands & Murraylands
7. Limestone Coast	8. Flinders Ranges & Outback	

F Western Australia		
1. Perth & Fremantle	2. South West (Margaret River & Albany)	3. Coral Coast (Carnarvon & Geraldton)
4. Golden Outback (Kalgoorlie & Meekatharra)	5. North West (Broome, Halls Creek & Kununurra)	
G Northern Territory		
1. Darwin	2. Kakadu Arnhem	3. Katherine Daly
4. Barkly	5. Central Desert & Alice Springs	
H Queensland		
1. Brisbane	2. Gold Coast	3. Sunshine Coast
4. Darling Downs	5. Fraser Coast	6. Bundaberg
7. Central Queensland	8. Mackay	9. Whitsundays
10. Northern (Townsville)	11. Tropical North	12. Outback

Examples:

If you were looking for a resource that contained information concerning general history of Australia you would look in the section labelled,

A/5 – Australia/History, Local History

A resource that contained information concerning a cemetery in the Blue Mountains would be located in the section labelled,

B/3/5 – NSW/Cemeteries/Blue Mountains

TIER 4

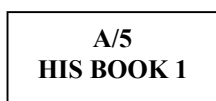
Each resource will also have a fourth tier on their label. This tier helps you find the specific location of the resource. Each resource is put in alphabetical order by using the first three letters of the title. This is then followed by the word, book, folio or quarto.

Example:

A book that has the title “The History of Australia” would be located in the section,

A/5 – Australia/History, Local History

The label on the book would read,



Other books with the first word of the title being “History” (or have the same first three letters), located in the same tier, would have the same label except that they would be BOOK 2, BOOK 3 and so on.

If the resource has the word ‘QUARTO’ on their label they are of A5 size and are found in the white filing cabinet. Resources that have ‘FOLIO’ written on their label are of A4 size and are located in the brown filing cabinet.

Shelf markers will be used to indicate Tier 1, Tier 2, and where necessary, Tier 3 divisions.

When the catalogue is up and running, a search will give you the label information of a particular resource. This will enable you to quickly find what you are looking for.

To help the Librarians and the next person looking for a particular resource it would be greatly appreciated if items were put back in their exact location. Bright pink rulers are provided so you can mark where your resource came from.