



BEGINNER'S KIT FOR FAMILY HISTORY RESEARCH

This kit is free to anyone who is interested in
researching his or her family history

Compliments of:

Chapin Memorial Library

400 14th Avenue N

Myrtle Beach, SC 29577

(843) 918-1275

Library Web Site: <http://www.chapinlibrary.org/>

and

Grand Strand Genealogy Club

meets 2nd Saturday of the month at Chapin Library

10:00 AM-12:00 noon

Club Web Site: <http://www.rootsweb.ancestry.com/~scgsgc/>

Library Hours:

Mon: 9:00 a.m. - 6:00 p.m. Fri: 9:00 a.m. - 5:00 p.m.

Tues: 9:00 a.m. - 8:00 p.m. Sat: 9:00 a.m. - 5:00 p.m.

Wed: 9:00 a.m. - 6:00 p.m. Sun: Closed

Thur: 9:00 a.m. - 8:00 p.m.

Revised December 2008

We wish to express our sincere appreciation to the Julian W. Lowenstein Florida History & Genealogy Department of the Indian River County Library in Vero Beach, Florida for the excellent booklet that they prepared for beginning genealogists. We also wish to thank the Librarian Pam Cooper for her permission to model our booklet after their booklet and to utilize some of their materials contained within our booklet. We have adapted their booklet to reflect the materials contained in the Chapin Memorial Library.

Thank you!

SUGGESTIONS FOR RESEARCHING YOUR FAMILY TREE

1. **SUPPLIES.** pencils, pens, loose-leaf notebooks, acid free paper, file folders, pre-printed genealogy forms, genealogy self-help books (see bibliography), acid free sheet protectors, post-em notes and file tabs. Depending upon the extent of your research, supplies will be based upon your needs.
2. **START WITH YOURSELF.** Never skip a generation. Always work from you to the next generation and to the next-from the known to the unknown. Valuable clues and family names are easily overlooked if you do not work with every ancestor in your pedigree chart. Gather your records on each individual such as birth, death, marriage, land, probate, obituaries and many other items that affect our daily lives. Be aware that you will be writing many letters and making many telephone calls.
3. **TALK TO YOUR RELATIVES.** Contact all known relatives that might reveal any clues. Ask them if you can make photocopies of any documents or pictures and offer to pay postage expenses. Be candid. Do not try to let them think you want to keep the records. Also, ask them if you can tape record your conversations when you are asking them questions. Verify all information.
4. **ORGANIZE.** No matter how much research you do, know that you will not remember everything that you look at. Discipline yourself from the beginning that you will always write down everything. Start with a very basic filing system. It need not be complicated. Computers are great, but you will still need a file for backup. When your files become more extensive, you will need to make a decision as to file cabinets, office space, computers, etc.
5. **CHECK FOR WORK ALREADY DONE.** Thousands of family histories have been printed over the last 100+ years. Check the many resources in a well equipped library for bibliographies of books in print or out of print. Learn how to access these materials through Inter-Library Loan or personal contact with archives and libraries. Verify all information obtained.
6. **READ THE HOW, WHY AND WHERE!** Most important. Read all you can about the area you are researching and the time period. Know the history. Also familiarize yourself with the state and county record retention. Rules and regulations vary from state to state and county to county for all records. Dates of origination for vital records (birth, death, marriage) will be inconsistent. Read a self-help book, which is available at your local library or through a genealogy vendor. Examples: *How to Research in Pennsylvania*; *Researching Scottish Roots*; *Revolutionary War Research*; or *Alabama Churches*.
7. **PROVE THE FACTS AS YOU GO.** Each life event should be documented with original papers. Write for Vital records, search for obituaries, look for cemetery records, and find all the important papers in your home that pertain to any event in your life and that of your ancestors. Use these records as proof of your search, so that your descendants will not have the difficulty that you are experiencing in proving relationships.
8. **RECORD SEARCHING.** The following records are some of the more important and primary resources that you will be seeking. There are many books in print that give addresses to courthouses, churches, genealogical and historical societies and libraries (see bibliography). Almost all of these records (pre 1920) can be accessed through the LDS church (Church of Jesus Christ of Latter Day Saints) and many of the records are in print. Check the LDS library catalog or with the local genealogical/historical society from the area you are researching.

- Vital Records - courthouses and churches
- Census - libraries and inter-library loan
- Land and probate records - courthouse
- Church - write the headquarters or the church itself.

9. **MAPS, ATLASES AND GAZETTEERS.** Research cannot be done without knowing the geographic area you are researching. Locating records is dependent on the jurisdiction of the courts. Knowing the city and county boundaries at the time of the event will enable you to locate your records more efficiently.

10. **SURNAME SPELLINGS.** Names can vary a great deal from one record to the next. This is mentioned as a word of caution. Do not be arbitrary about spelling. Be open-minded enough to realize that human error does exist. Understanding how a name can be misspelled will solve many difficult research problems when you think of all the possible variations of the name. Remember that many of our ancestors had accents and were not easily understood by many of the record keepers. Also, many of the record keepers were not very literate.

11. **MILITARY RECORDS.** Chances are that at least one of your relatives served in the military. With 16 wars in the U. S. and numerous wars in other countries, military records will be a very important resource. If you are interested in any one of the wars, familiarize yourself with the records available. Remember, if your ancestor was between the ages of 15 and 45 at the time of the conflict, more than likely, he was a good candidate for a soldier. Many records were created as a direct result of the wars.

12. **JOIN LOCAL OR STATE GENEALOGICAL SOCIETIES.** There is a genealogical or historical society for every county in the United States. There are many more for foreign countries. Each organization has an obligation to preserve and protect the records of their local area. As a result, many more records have been made accessible. If you are researching extensively in any one area, you should consider joining the society. A benefit would be the receipt of their newsletter, which would contain information about the history of the area and a description of society projects. Enlisting the help of one of their members would be another benefit. Remember, almost all societies are completely volunteer and non-profit. Come to our Genealogy Club.

13. **READ, READ, READ.** The more genealogy periodicals, history books, self-help books that you read, the more ideas and contacts you will find in locating ancestors.

14. **ATTEND GENEALOGY CLASSES REGULARLY.** Also attend workshops or genealogy clubs. You can never get enough education to research your genealogy. Every day, more resources are made available. Repeating classes is a good way to reinforce your knowledge.

* Material used with the permission of Pam Cooper, Librarian of Julian W. Lowenstein Florida History & Genealogy Department of Indian River County Library in Vero Beach, Florida. Some slight revisions have been made to the original material.

GENEALOGY FORMS

Forms are an essential part of your family history research. They will assist you in organizing your data. Many forms are copyrighted and can not be sold. You can find forms online which you can download and print at no charge for your personal use. You may also find forms in various books. These may also be copied for your personal use. You may also find a variety of forms at various genealogical libraries and state archives. See below.

WEBSITES

1. <http://www.ancestry.com/save/charts/ancchart.htm>
Ancestral Chart, Research Calendar, Research Extract, Census Forms, Correspondence Record, Family Group Sheet, Source Summary
2. http://genealogy.about.com/od/free_charts/
Free Interactive Family Tree Chart, Free Interactive Pedigree Chart, Genealogical Relationship Chart, Ancestor Detective Freebies (Research Calendar & Research Template), Census Extraction Forms - U.S. 1790-1920
3. <http://www.io.com/~jhaller/forms/forms.html>
Interactive Pedigree Chart, Interactive Family Group Sheet
4. <http://www.familytreemagazine.com/forms/download.html>
General Five-Generation Ancestor Chart, Research Calendar, Note-Taking Form for surname and record type, Note-Taking Form for couples or family group, Deed Index-Grantees, Deed Index-Grantors, Research Repository Checklist, Research Journal, Table of Contents, Statewide Marriage Index.
People or Families Biographical Outline, Correspondence Log, Family Correspondence Log, Family Group Sheet, Time Capsules, Military Records Checklist
Census Census Checklist, 1790 Census, 1800 and 1810 Census, 1820 Census, 1830 Census, 1840 Census, 1850 Census (Includes slave schedule), 1860 Census (Includes slave schedule), 1870 Census, 1880 Census, 1900 Census, 1910 Census, 1920 Census, 1930 Census
Tombstones or Artifacts Artifacts and Heirlooms, Cemetery Transcription Form
Books or Articles Article Reading List, Research Checklist of Books, Book Wish List
5. <http://www.genealogy.com/genehelp.html>
form letters and census forms
6. <http://www.cyndislist.com/supplies.htm>

FORMS IN BOOKS AVAILABLE AT CHAPIN MEMORIAL LIBRARY IN S.C. ROOM

1. **Roots for Kids : A Genealogy Guide for Young People** by Susan Provost Beller. White Hall, Va.: Betterway Publications, 1989.
REF S.C. 929.1 Beller
Census forms, family group sheet, 5 generation chart, abstract of deed, abstract of will.
 2. **Organizing Your Family History Search** by Sharon DeBartolo Carmack. Cincinnati, Ohio : Betterway Books, 1999.1st ed.
REF S.C. 929.1 Carmac
Note taking forms, table of contents for files, correspondence log, family correspondence log, research journal, research repository checklist, census checklist, cemetery transcription form, article reading list, book wish list, research checklist of books, artifacts and heirlooms in other peoples possession.
 3. **Unpuzzling Your Past : The Best-selling Basic Guide to Genealogy** by Emily Anne Croom, Cincinnati, Ohio: Betterway Books, 2001. Edition: 4th ed.
REF S.C. 929.1 Croom
Five generation chart, family group sheet, alphabetical ancestors, census check, migration map, census forms 1790-1930.
 4. **The Unpuzzling Your Past Workbook : Essential Forms and Letters for all Genealogists** by Emily Anne Croom. Cincinnati, Ohio: Betterway Books, c1996.
REF S.C. 929.1 Croom
Family group sheet, 5 generation chart, census forms, Military records checklist, Marriage index forms, deed forms, research planning worksheet and contact log.
 5. **The Census Book : A Genealogist's Guide to Federal Census Facts, Schedules and Indexes: With Master Extraction Forms for Federal Census Schedules**, by William Dollarhide. Bountiful, UT: Heritage Quest, 2000.
REF S.C. 929.1072 Dollar
Forms include census population schedules 1790-1930, slave schedules 1850-1860, Mortality schedules 1850-1880, Soundex Index extraction forms 1880-1930, Census extraction sheets.
 6. **The Complete Idiot's Guide to Genealogy** by Christine Rose. New York, NY : Alpha Books, 1997.
REF S.C. 929.1 Rose
Research calendar, correspondence log, pedigree chart, family group sheet, census forms.
- * Ideas for material used with the permission of Pam Cooper, Librarian of Julian W. Lowenstein Florida History & Genealogy Department of Indian River County Library in Vero Beach, Florida. Revisions made to reflect updated information and material located at Chapin Memorial Library, Myrtle Beach, South Carolina.

Family and Home Information Sources Checklist

Employment	Military Service	Land/Property Ownership
Social Security Card	WWI Draft Registr. Records	Grantor, Grantee Indexes
Indentures	Selective Service Records	Deeds
Apprenticeship Records	Service Files	Land Patents & Grants
Citations	Muster Rolls	Water, Oil/Gas Rights
Licenses	Pension Applications	Easements
Achievement Awards	Pension Records	Covenants
Disability Records	Discharge Records	Mortgages
Service Records	Bounty Awards	Leases
Personnel Files	Citations	Tax Notices
Membership Records	Service Medals	Abstracts of Title
Income Tax Records	Ribbons & Insignias	Estate Records
Union Records	Uniform	Financial Records
Severance Records	Swords & Firearms	Surveys
Retirement Records	Disability Records	Wills
Pension Records	Marriage	Death
Railroad Pension Records	Marriage Certificate	Obituaries
Birth	Wedding Announcement	Funeral Homes
Birth Certificates	Wedding Book & Photos	Funeral Books
Baby Book	Anniversary Announcement	Monument Company Records
Birth Announcement	Family Bible	Memorial Cards
Family Bible	Compiled Indexes	Wills
Adoption Records	Wedding Banns	Death Certificates
Christening Records	Wedding Licenses	Burial Registers
Immigrant Records	Church Records	Cemetery Records
Passenger Lists	School Records	Death Indexes
Passports	Report Cards	Church Records
Alien Registration Cards	Awards	Tombstones
Oaths of Allegiance	Transcripts	Household Items
Change of Name	Yearbooks	Engraved Items
Visas	Graduation Diplomas	Dishes
Naturalization	Honor Roll	Silverware
Citizenship Papers	Elementary	Stitched Sampler
Department Papers	Secondary	Tapestries
Green Cards	Vocational / Trade School	Quilts
Immigrant Aid Societies	College / University	Needlework
Customs Records		Antique Family Furniture

Family and Home Information Sources Checklist

Every Day Life	Civil & Legal Activity	Licenses
Journals, Diaries	Bonds	Business
Oral Traditions	Summons	Occupation
Biography	Subpoenas	Professional
Letters & Greeting Cards	Guardian Papers	Hunting / Fishing
Photographs	Contracts	Firearms
Autograph Books	Judgments	Drivers
Scrapbooks	Convictions	Health
Newspaper Clippings	Probates	Hospital Records
Heirlooms	Inventories	Medical Records
Canceled Checks	Divorces	Immunization Records
Tax Records	Bankruptcy	X-Rays
Poll Tax	Voter Registration	Insurance Papers
Personal Property	Family	Vaccination Records
Real Estate	Bible	Church Records
School	Lineages	Christening
Tax Exemptions	Genealogies	Baptism
Federal Income Tax	Histories	Confirmation
State Income Tax	Bulletins / Newsletters	Marriage
U.S. Fed. Census Records	Coat of Arms	Ordination
1790	Oral Histories	Death
1800	Genealogy Materials	Burial
1810	Indexes	Removals
1820	Surname Files	Membership Lists
1830	City Directories	Ministers Records
1840	Family Group Sheets	Newspapers
1850	5 Generation Charts	Births
1860	DAR	Marriages
1870	Oral Histories	Deaths
1880	Family Histories	Anniversaries
1900	Old Photos	Obituaries
1910	Biographies	Business Announcements
1920		
1930		
AIM Schedules 1850-80		
Slave Schedules		
1890 Veteran's Schedule		

GENEALOGICAL STANDARDS & GUIDELINES

STANDARDS FOR SOUND GENEALOGICAL RESEARCH Recommended by the National Genealogical Society

Remembering always that they are engaged in a quest for truth, family history researchers consistently—

- record the source for each item of information they collect.
- test every hypothesis or theory against credible evidence, and reject those that are not supported by the evidence.
- seek original records, or reproduced images of them when there is reasonable assurance they have not been altered, as the basis for their research conclusions.
- use compilations, communications and published works, whether paper or electronic, primarily for their value as guides to locating the original records, or as contributions to the critical analysis of the evidence discussed in them.
- state something as a fact only when it is supported by convincing evidence, and identify the evidence when communicating the fact to others.
- limit with words like "probable" or "possible" any statement that is based on less than convincing evidence, and state the reasons for concluding that it is probable or possible.
- avoid misleading other researchers by either intentionally or carelessly distributing or publishing inaccurate information.
- state carefully and honestly the results of their own research, and acknowledge all use of other researchers' work.
recognize the collegial nature of genealogical research by making their work available to others through publication, or by placing copies in appropriate libraries or repositories, and by welcoming critical comment.
- consider with open minds new evidence or the comments of others on their work and the conclusions they have reached.

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STANDARDS FOR SHARING INFORMATION WITH OTHERS

Recommended by the National Genealogical Society

Conscious of the fact that sharing information or data with others, whether through speech, documents or electronic media, is essential to family history research and that it needs continuing support and encouragement, responsible family historians consistently—

- respect the restrictions on sharing information that arise from the rights of another as an author, originator or compiler; as a living private person; or as a party to a mutual agreement.
- observe meticulously the legal rights of copyright owners, copying or distributing any part of their works only with their permission, or to the limited extent specifically allowed under the law's "fair use" exceptions.
- identify the sources for all ideas, information and data from others, and the form in which they were received, recognizing that the unattributed use of another's intellectual work is plagiarism.
- respect the authorship rights of senders of letters, electronic mail and data files, forwarding or disseminating them further only with the sender's permission.
- inform people who provide information about their families as to the ways it may be used, observing any conditions they impose and respecting any reservations they may express regarding the use of particular items.
- require some evidence of consent before assuming that living people are agreeable to further sharing of information about themselves.
- convey personal identifying information about living people—like age, home address, occupation or activities—only in ways that those concerned have expressly agreed to.
- recognize that legal rights of privacy may limit the extent to which information from publicly available sources may be further used, disseminated or published.
- communicate no information to others that is known to be false, or without making reasonable efforts to determine its truth, particularly information that may be derogatory.
- are sensitive to the hurt that revelations of criminal, immoral, bizarre or irresponsible behavior may bring to family members.

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See also:

Selected Web Sites for Genealogy

There are numerous web sites to help beginning genealogists with their family history research. The following sites provide either tutorials to assist you with your research or data on various names. Remember that all information found on the internet must be documented. Here are some sites to get you started. These sites are free sites except for Heritage Quest Online and Ancestry Library edition and those two websites are available at Chapin Memorial Library for library card holders.

Rootsweb	http://www.rootsweb.ancestry.com
World Connect Project	http://wc.rootsweb.ancestry.com/
LDS (Mormon Church)	http://www.familysearch.org/
US Genweb	http://usgenweb.org/
World Genweb	http://worldgenweb.org
GenCircles	http://www.gencircles.com
NARA (National Archives)	http://www.archives.gov
Best Genealogy Sites on the Web	http://www.geocities.com/Heartland/1637/
About Genealogy	http://genealogy.about.com
Soldiers & Sailors System (Nat. Parks)	http://www.itd.nps.gov/cwss/
Ellis Island Site	http://www.ellislandrecords.org/
Immigrant Ships Transcribers Guild	http://www.immigrantships.net/
JewishGen Site	http://www.jewishgen.org/databases/EIDB/ellis.html
Bureau of Land Management	http://www.glorerecords.blm.gov
LinkPendum	http://www.linkpendium.com/genealogy/USA/
Cyndi's List	http://www.cyndislist.com
Google	http://www.google.com
Grand Strand Genealogy Club	http://www.rootsweb.ancestry.com/~scgsgc/
Horry County Historical Society	http://www.hchsonline.org/index.html
Ancestry	http://www.ancestry.com
Heritage Quest Online	http://www.heritagequestonline.com

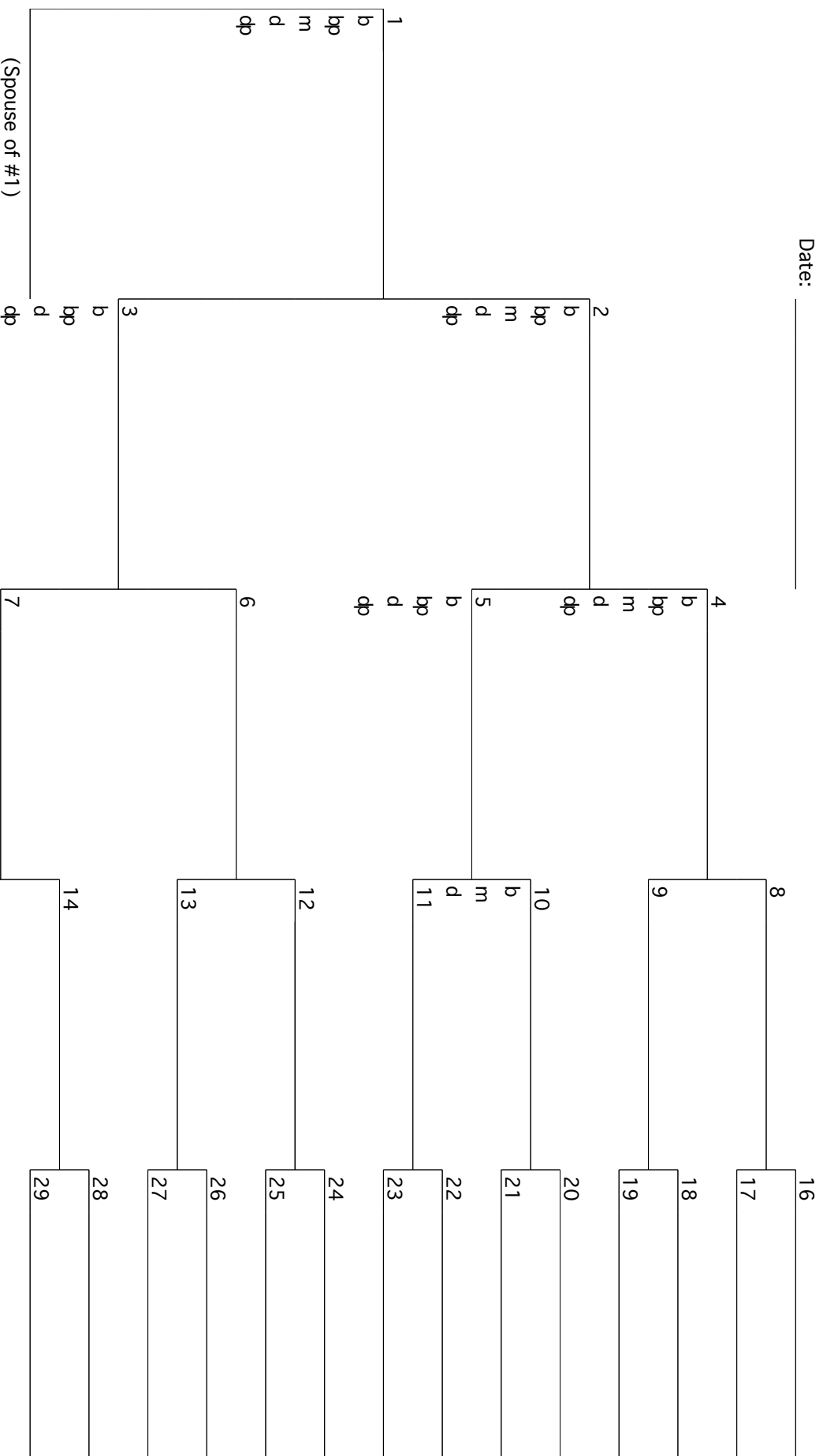
5 Generation Chart

Ancestors of: _____

Chart No.: _____

Compiled by: _____

Date: _____



b.
bp.
d.
dp.

FAMILY GROUP:		FAMILY NUMBER:			
<i>Compiled by:</i>		HUSBAND'S NAME:			
		Date	Place or Name	Source	
		Birth			
		Baptism			
<i>Sources:</i>		Marriage			
		Death			
		Burial			
		Occupation or Profession			
		Father's Name			
		Mother's Name			
		Other Spouses			
		WIFE'S NAME:			
		Date	Place or Name	Source	
		Birth			
		Baptism			
		Death			
		Burial			
		Occupation or Profession			
		Father's Name			
		Mother's Name			
		Other Spouses			
M/F	Name of Child, Spouse	Event	Date	Place	Source
1		Birth			
		Marriage			
		Death			
		Burial			
2		Birth			
		Marriage			
		Death			
		Burial			
3		Birth			
		Marriage			
		Death			
		Burial			
4		Birth			
		Marriage			
		Death			
		Burial			
5		Birth			
		Marriage			
		Death			
		Burial			
6		Birth			
		Marriage			
		Death			
		Burial			

Bibliography

It is highly recommended that you read some of the following books or purchase them for your home library. The following books are available at Chapin library in either the reference room or as books which can be checked out.

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21. Pfeiffer, Laura Szucs. **Hidden Sources: Family History in Unlikely Places.** Orem, Utah: Ancestry, 2000. REF S.C. 929.1 Pfeiff
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