Beginning Your Genealogical Research: Guides & Forms To Get You Started.

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*Michigan

This document presents information for conducting a genealogical search at the Library of Michigan. Included are descriptions of genealogy and local history resources at the Library of Michigan; a 10-step process on conducting family research; bibliographies on how to conduct genealogical research, guides to organizing genealogical data, and books in the Abrams Foundation Historical Collection; a descriptive list of primary and secondary source materials; directions on how to connect to the Library of Michigan's ANSWER online catalog from a home computer; MichNet access numbers; pedigree and family group charts; additional rules; and a map for locating the Library of Michigan. (AEF)
Beginning Your Genealogical Research

- Guides & Forms To Get You Started -

1992

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Welcome to the Library of Michigan
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Library of Michigan

Genealogy and Local History Resources at the Library of Michigan

Notes to the Researcher

The Library of Michigan's Abrams Foundation Historical Collection of genealogy materials provides varied resources for researchers to explore their family history.

The collection is shelved in open stacks on the second floor of the Library. The Library of Michigan primarily acquires genealogical materials for states east of the Mississippi River. This includes the Great Lakes, New England, Mid-Atlantic, Southern states and the Canadian provinces of Ontario and Quebec.

Researchers using the collection should come prepared to ask for specific information. While staff members cannot provide extensive research, they will be pleased to assist in the use of the collection.

Additional Information

The Abrams Foundation Historical Collection of genealogy material is enhanced by other significant collections within the Library of Michigan. Resources housed in the Michigan Collection, Reference Collection, Michigan Documents, U.S. Documents, Law Library and Rare Book Room may provide additional genealogical information.

Researchers interested in using the Rare Book Collection should schedule an appointment before their visit to the Library of Michigan. Appointments can be made by calling (517) 373-1300.

Policies

Circulation:
Because of inhouse user demand and the fragile condition of many genealogy and Michigan materials, most of the collection is available for reference use only at the Library of Michigan. However, most materials can be accessed directly by patrons.

Correspondence:
Due to the length of time needed for genealogical research, the staff of the Library of Michigan does not provide research services.

The Library maintains a list of certified genealogists and genealogy societies who have indicated their willingness to conduct research for a fee.

Microform readers:
The Library of Michigan maintains over 40 microform readers and reader printers. A one hour time limit for searching may be necessary during times of heavy use.

Copy Cards:
For patron convenience the Library of Michigan uses copy cards instead of currency for photocopying. Debit cards eliminate the need for change. Card dispensers are located on the second floor.

Photocopying:
Materials in good condition may be photocopied within the limits of current copyright laws.

Printing costs vary with the format being duplicated:

- photocopies from print: .10
- photocopies from microform: .25

Ask a reference librarian for assistance if you have questions concerning the condition of materials you wish to photocopy.

Shelving:
Please do not reshelve materials. Place them on the holding carts in the Genealogy area and staff will reshelve the materials.

Catalog Information

ANSWER, the Library of Michigan's online catalog, may be searched by Title, Author, Subject, Keyword or Call Number. ANSWER may be accessed at computers located throughout the library, via modem or on the Internet.

Resources

UMI Genealogy and Local History Collection

The Library of Michigan is the first location in the state to make this entire microfiche collection available. It includes genealogies, genealogical serials, primary sources and local histories. The UMI series consists of over 17,000 genealogy and local history titles.

CD-ROM Network

The Library of Michigan maintains a collection of over 300 CD-ROMs on a wide range of subjects. Genealogy titles on the Library's networked online system include: PhoneDisc, marriage records, social security death records and census information.

Basic Reference Guides

The collection includes many how-to manuals and guide books for doing family history research.
### Libraries of Michigan


### Census Records

Federal population census records are available for Michigan and states east of the Mississippi River through 1920. The Ontario census is available for 1842-1901.

The Library purchases available printed indexes to the microfilm censuses in the collection and collects the Soundex Indexes for 1880, 1900, 1910, and 1920 for Michigan and many other states. Some Michigan state census schedules, mortality schedules for 1850-1880, and Civil War Union veterans and widows census of 1890 are also available.

### City Directories

The printed Michigan city directories are located on the second floor. The Library also has directories for major U.S. cities prior to 1860 on microfiche, and 1860-1935 on microfilm.

### County Histories

Many Michigan and out-of-state county and local histories are in the collection. The Library has the microfilm edition of County Histories of the Old Northwest covering the states of Michigan, Ohio, Illinois, Indiana and Wisconsin. Microfilms of county histories and atlases for New York and Pennsylvania are also available.

### Family Histories

The collection contains thousands of individual and collective family genealogies. Published family histories are located in the Library of Congress call number classification CS 71. Nearly 7,000 genealogies on microfiche complement this collection.

### Genealogy Update

Genealogy Updates are periodic bulletins published by the Library of Michigan to highlight various subject areas within the collection.

### Land Records

In addition to plat maps, the Library has the first purchase of Michigan land from federal and state sales on microfilm, arranged by county, town and range. Many of these have been transcribed and indexed.

### Maps and Atlases

The Library acquires Michigan maps and atlases, including Michigan plat maps and the Michigan Sanborn Fire Insurance maps. Selected maps and atlases for other states and Ontario are included as well.

### Internet

Public workstations are available for researchers to search genealogy sources on the Internet. Sign up sheets are located at the 2nd floor Circulation desk.

### Military Records

The Library has indexes to many state, colonial and other military records from every period of American history up to World War I.

### Newspapers

The Library has 80,000 reels of Michigan newspapers on microfilm. All newspaper titles are listed on ANSWER, the Library of Michigan's online catalog.

### Periodicals and Newsletters

The Library subscribes to 150 genealogical and historical periodicals. The periodicals are shelved alphabetically at the end of the genealogy stacks on the second floor.

### Vital Records

The Library acquires Michigan transcribed birth, death, marriage, tax, probate, land, town, church and cemetery records, as well as those of other states.

Indexes to Michigan vital records are on microfilm in the Microform Room:

- **Births**: 1867-1915
- **Deaths**: 1867-1914
- **Divorces**: 1897-1969
- **Marriages**: 1867-1921, 1950-1969

This collection includes some actual death, marriage and divorce records:

- **Deaths**: 1867-1897
- **Divorces**: 1897-1922
- **Marriages**: 1867-1925

### Special Collections

#### Family History Library - Salt Lake City

Records at the Library include:

- the Family History Catalog, the International Genealogical Index (IGI), The Family Registry, Research Outline Papers and papers from major genealogical record sources.

#### Manuscript Collection

The Library has 400 boxes of unpublished genealogical materials. Manuscript materials are housed in the Rare Book Room and access may be limited.

#### Michigan Project Files

The Library has microfiche indexes to the Michigan Centennial and Sesquicentennial Project Files. The Indexes include 18,000 applications from persons proving relationship to ancestors living in Michigan prior to 1838 and 1877. Additionally, the Surname Index lists 100,000 surnames submitted by 1,000 Michigan genealogical society members.

#### Michigan Pioneer Records

Indexed volumes of 3,200 data sheets submitted by researchers listing persons living in Michigan prior to 1880 are in bound volumes in LC class Mich F 565 .MS32 and the index Microfiche F 565 .MS33 1990.
How to Research Your Family at the Library of Michigan

The Library of Michigan houses an array of resources for those with Michigan ancestors.

To begin researching your family: start with yourself and work backward, generation by generation. Since everyone has 1,024 direct ancestors ten generations back, the size of the task is enormous and may take years.

Step 1 - Get a pedigree chart.

The first step in researching your family is to ask for a five-generation pedigree chart and a family group sheet at the Genealogy Desk on the second floor of the Library of Michigan. The pedigree chart is like a map showing you what you know and what you need to find out.

Step 2 - Read, Read, Read!

Select a “how-to” book on genealogy. Be sure to read a “how-to” book on United States research; you can explore Canadian and overseas ancestors at a later time.

Step 3 - Don’t start until you have done your homework.

Take the pedigree chart and read a “how-to” book. See how much of the five-generation chart you can fill in by using home sources. The best home source is talking to your parents, grandparents, aunts, uncles, cousins, and others in your family.

Other home sources include:

- journals-diaries
- letters
- baby books
- scrapbooks
- newspaper clippings
- announcements
- school records
- family Bibles

- medical records
- photo albums
- certificates
- church records
- memorial cards
- family traditions
- autograph books
- other family books
Step 4 - Oral history.

Remember to ask questions about: names, dates, relationships, localities, church memberships, and military service. If possible, make a tape recording of the interview, first acquiring written permission to tape and use the information recorded.

Step 5 - Plan a search strategy.

From your pedigree chart, select an unknown item of information you believe could be found in our library, and ask to see the Guide to the Michigan Genealogical and Historical Collections at the Library of Michigan and State Archives of Michigan, F565 .MS3 1996 and the brochure Genealogy and Local History Collection. These two sources will help you expand your search into the genealogy and local history book collection.

Step 6 - Census search.

Search the U.S. and Canadian census records. Ask at the Genealogy Desk for information on filmed censuses and instructions on how to use the soundex code. The Library has the selected federal census records for states east of the Mississippi River from 1790-1920.

Step 7 - Search for vital records.


Step 8 - Additional sources.

Ask to see Michigan history magazines, genealogical periodicals, city directories, and the Michigan Surname Index, F 565 .M544z.

Step 9 - Getting the ANSWER.

Using the ANSWER online catalog. Answer allows you to search by keyword, subject, title, author, or call number.

Step 10 - Don't hesitate to ask Library of Michigan staff for assistance.
How to Do Genealogical Research:  
Basic Books for Beginners in Genealogy  
Genealogical Update

Ancestry's Red Book: American State,  
County and Town Sources.  
Gene CS 49 .A55 1991

Anderson, Alloa Caviness. Genealogical Research in  
Libraries. 3rd ed. Traverse City, MI: Loraine  

Anderson, Alloa. Genealogy in Michigan: What, When,  
Gene CS16 .A54z

Bremer, Ronald A. Compendium of Historical Sources:  
The How and Where of American Genealogy.  
Salt Lake City, UT: Progenitor Genealogical Society,  
1994.  
Gene CS 49 .B74 1994

Carlberg, Nancy Ellen. Beginning Census Research.  
Gene CS47 .C33 1992

Crandall, Ralph J. Shaking Your Family Tree: A Basic  
Guide to Tracing Your Family's Genealogy. Dublin,  
Gene CS16 .C73 1986

Croom, Emily Anne. The Genealogist's Companion and  
Gene CS 47 .C75 1994

Doane, Gilbert Harry. Searching for Your Ancestors:  
The How and Why of Genealogy. 6th ed.  

Filby, P. William. American and British Genealogy and  
Heraldry: A Selected List of Books. 3rd ed. Boston:  
Gene ZS311 .F55 1983

Genealogical Research: Methods and Sources.  
Washington, D.C. American Society of Genealogists...  
1980-  

Greenwood, Val D. The Researcher's Guide to American  
Co., 1990.  
Gene CS47 .G73 1990

Linder, Bill R. How to Trace Your Family History.  
Gene CS16 .L56z

McPhail, David R. A Strategy for United States  
Genealogical Research Using the Family History  
Library in Salt Lake City. Bountiful, UT: Thomsen's  
Genealogical Center, 1995.  
Gene CS16 .M64 1995

Nichols, Elizabeth L. The Genesis of Your Genealogy:  
Step-By-Step Instruction for the Beginner in Family  
History. 3rd ed. Salt Lake City, UT: Family History  
Educators, 1992.  

Stevenson, Noel C. Search and Research. Salt Lake City:  
Gene CS47 .S73z 1977

Gene CS 49 .S65 1997

Gene CS 49 .T46 1993


SPECIAL TOPICS

Gene E 185.96 .A444 1995

Gene HV 881 .A8 1992

Gene CS 82 .B388 1994


Gene E98.G44 C37z 1984

Gene CS49 .E83 1983

Underwood, Donald E. Searching for Lost Ancestors: A Guide to Genealogical Research. Santa Barbara, CA:
Gene CS 16 .U47 1993

Gene Z5313.U5 US4 1985

Gene CS16 .W46 1977

Gene HV 875.55 .K58 1991

Gene CS 49 .K67 1992

Gene E184.G3 R46 1991

Gene CS21 .R58

Gene CS31 .Z79z 1984
Guides to Organizing Genealogical Data

Genealogy Update

This bibliography is designed to identify books which contain forms and research methodologies which may be of assistance in genealogical research.

Among the examples included are: sample letters, order forms for vital statistics, United States census formats, a variety of pedigree charts, and methods for organizing genealogical data.

*Gene CS24 .B45z*

*Gene CS49 .B74 1983*
Housed at Genealogy Desk

*Gene CS47 .C76 1989*

Eakle, Arlene H. *Teacher's Aids: Research Notekeeping and Analysis of Evidence* — Salt Lake City, Utah: Distributed by Family History World, c1989.
*Gene CS49 .E2 1989*

*Gene HA38 .A1 K42 1990*
Housed at Genealogy Desk

*Gene CS24 .K5*

*Gene E98 .G44 M6 1993*

*Gene CS24 .P33z*

*Record Forms for the Family Historian* — Federation of Family History Societies, c1981.
*Gene CS24 .R4 1981*

Steed, Barbara I. *10 Steps to Genealogy: How to Trace Your Family Tree*. c1973.
*Gene CS16 .T4 1973*

*Gene CS21 .S785 1989*

*Gene CS49 .565 1997*

*Gene CS24 .V5 1927*
Gene E 185.96 .A2z
Index to primary source material about Blacks.

Mich Docs ST 2568
Gene Microfiche UMPS 302.
Names and data about Michigan soldiers in the Civil War.

American Genealogical-Biographical Index to American Genealogical, Biographical and Local History Materials. Middletown, CT: Godfrey Memorial Library, 1952-.
Gene Z 5313 .US A55
Citation listed with name, birth year, state, key title (source) and page. Key Title Index is at the beginning of the set.

Gene G 1201 .F7 A5 1991
Maps and indexes the counties and townships of the United States.

Microfilm F93 .B356 1949
Indexed Connecticut vital records, by town.

Gene KF 8700 A.19 B46 1995
Current addresses of U.S. county courthouses. Includes custody and dates of coverage of vital records.

Gene Z 5305 .US B572

Church of Jesus Christ of Latter-Day Saints. IGI. Salt Lake City, UT: Corporation of the President of the Church of Jesus Christ of Latter-Day Saints, 1988.
Gene Microfiche CS 25 .C47 1988
Every name index for selected sources obtained for the Family History Library.

Gene fiche E 470 .CS8 1990
Guides to this series are located at the Genealogy Desk.

Daughters of the American Revolution. DAR Patriot Index. Washington, 1966,
Gene E255 .D38 1967
Lists Revolutionary War patriots; v. 3 lists spouses.

Gene E 202.5 .A15 L55 Index
Indexes lineage books by patriot's name only.

(Harrisburg, PA: Harrisburg Pub. Co.).
Gene E 202.5 .A15 L55
Lineages to Revolutionary War patriots of DAR members, submitted prior to 1921.


Family Registry Index. Salt Lake City, UT: Church of Jesus Christ of Latter-Day Saints, 1984-. Gene Microfiche CS 2385 .F35z Lists researchers willing to correspond, by surnames being searched.


Filby, William P. Passenger and Immigration Lists Index: A Guide to Published Arrival Records of about 500,000 Passengers Who Came to the United States and Canada in the Seventeenth, Eighteenth, and Nineteenth Centuries. Detroit, MI: Gale Research Co., 1981. Gene CS 68 .P363 Citation lists name, age, date of arrival, source number, page within the source. Front of index volume lists source numbers.


Gene HA 38 .A1 K42 1994

Contains vital records sources. Forms are reproducible.


Gene Z675.C5 L4 1988

Guide for using the Family History Library.


Gene Oversize G 1411 .E6225 L5 1994

3,800 Michigan burial site maps.


Gene G 1411 .E6225 L53 1994 L5

Lists cemetery transcripts the Library of Michigan owns.


Gene G103. L7 1922

Place name dictionary.


Gene F 565 .L5S5 1984

Indexes a large number of Michigan county and local histories.

**Michigan Surname Index.** Lansing, MI: Michigan Genealogical Council, 1984-89.

Mich F 565 .M544z 1984

50,000 ancestor surnames, not limited to Michigan, submitted by members of Michigan Genealogical Council societies.

**Michigan Vital Record Indexes**

Microfilm F 565 .IS 1960

Statewide birth, death, marriage, divorce indexes.

**Michigan Vital Records Returns**

F 565 .IS 1960

Statewide vital records for selected years.


Microfilm CR28 .N48z

Index to coats of arms in various sources. Citation lists surname, call number of source and page number.

**Pennsylvania Archives.** <s.1: s.n.> Philadelphia: Joseph Severns.

Gene F146 .P41

Partially indexed.

**Pension Index File to Civil War Pension Files.** Washington, DC: Veterans Administration Publications Service, 1953.

Microfilm UB 373 .P4 1953


Gene F 1058 P4z

**Periodical Source Index.** Fort Wayne, IN: Allen County Public Library Foundation, 1987-.

Gene CS 1 .P47

Subject guide to genealogical periodicals.


Mich F564 .R6 1986


Gene F152 .R9614 1965


Microfilm G 1411 .G475 S3z 1983

Michigan maps; shows location and structure of buildings.
Selected Records from Revolutionary War Pension
and Bounty-Land-Warrant Application Files.
Washington, National Archives and Records Service,
1969.
Microfilm E 255 .S45 1969

Szucs, Loretto Dennis. The Archives: A Guide to the National
Archives Field Branches. Salt Lake City: Ancestry, Inc.,
Gene CD 3023 .S9 1988
Guide to using sources in National Archives
Field Branches.

Szucs, Loretto Dennis. The Source: A Guidebook of
Gene CS 49 .S65 1997
Answers basic and advanced questions.

Torrey, Clarence Almon. New England Marriages Prior to
Gene F3 .T67z
Alphabetical list of marriages for the New England
area, pre-1700.

United States Bureau of Indian Affairs. Records of the Bureau
of Indian Affairs: Durant Census Roll of the Ottawas
and Chippewas of Michigan and the 1908
Supplemental Census Roll. Washington:
National Archives, 1969.
Microfilm E98.C3 U5 1969
Michigan Sources of Proof

*Primary Sources* are defined as contemporary and/or government records made at the time of the event by the parties involved. These records are deemed acceptable sources in proving relationship from one generation to another:

1. **Birth Records**
   - Michigan official records began in 1867. Available from:
   - a) County clerk of the county where event occurred.
   - b) Michigan Department of Public Health, P.O. Box 30035, Lansing, MI 48909.

2. **Marriage Records**
   - a) Territory Census (federal) available 1820 and 1830.
      - Note: Census indexes are available for 1820, 1830, 1840, 1850, 1860 & 1870 for part of the state. Indexes are located in major Michigan libraries. Soundex indexes available for 1880, 1900, 1910 and 1920.
   - c) State census were taken in 1834, 1845, 1854, 1864, 1874, 1884, 1894 & 1904.
      - Note: Only fragments of these remain.

3. **Death Records**
   - Wills/estates (testate-with will; intestate-without will); Guardianships; Lists of heirs and relationship; Name changes; and sometimes transfer of real estate. Records begin at the formation of the county and are found in the Probate Court where the event occurred.

4. **Census Records**
   - Purchase and sale of property often shows residency and marital relationship. Available from the county where the land was owned. Records may be maintained by the Register of Deeds.

5. **Probate Records**
   - Records include muster-in and muster-out, pay vouchers, pension papers, and military bounty land warrants (before 1856) for: WWI (1914-1918); Spanish-American War (1898-1899); Civil War (1861-1865); Indian & Other Wars (1816-1898); Mexican War (1845-1849); War of 1812 (1812-1815); Revolutionary War (1775-1783). Records are available from the National Archives & Records Service, 8th & Pennsylvania Avenue, N.W., Washington, DC, 20408; or Michigan History Division, 717 W. Allegan, Lansing, MI, 48918. Indexes of Michigan Civil War soldiers are available at most major Michigan libraries.

6. **Land Records & Plats**

7. **Tax Records**
   - Find in village, city, and township halls or county health departments. Information varies from death date to personal comments.

8. **Military Records**
   - Found in circuit court or superior court where the event occurred.
Secondary Sources are any sources in print that do not come from a contemporary or government record. These records may not be acceptable as proof.

1. Bible Records
   Dated and/or undated. Include a photocopy of the page showing the publisher, date of publication, and the actual pages showing names, dates, and events. Identify current owners of the Bible when known.

2. Obituaries
   Dated & identified, when known, name of newspaper & location. Most libraries contain copies of local newspapers. The Library of Michigan has extensive holdings of microfilmed Michigan newspapers, which are available through interlibrary loan to Michigan libraries.

3. Newspaper Clippings
   Dated & identified, when known name of newspaper & location. Clippings may include anniversaries, biographical sketches, awards, marriage notices, reminiscences, etc.

4. Family Histories/Genealogies, Published
   When submitting this type of material include a copy of the title page, photocopies showing direct ancestral descent and state location of the book. The Library of Michigan has a large statewide collection. Local libraries may have some local genealogies.

5. County Histories/Portrait & Biographical Histories, Published
   Almost every county in Michigan has at least one county history with biographical sketches. The Library of Michigan published the Sourcebook of Michigan Census county histories and vital records, 1986. Some local libraries will have county histories for the local and surrounding counties.

6. City/County Directories
   The Library of Michigan has an extensive statewide collection of Michigan city directories and has out-of-state directories prior to 1860 on microfiche and from 1861-1881 on microfilm.

7. Personal Papers/Manuscripts
   Unpublished written data include letters, diaries, journals, reunion records, and manuscripts. The Library of Michigan has 450 boxes of manuscript materials.

8. Tombstone Inscriptions
   Photographs or transcriptions of the stones. Locations of Michigan cemeteries are shown in the Michigan Cemetery Atlas and companion volume, the Michigan Cemetery Source Book, published by the Library of Michigan.

9. Atlas/Landowners
   The Library of Michigan has an extensive statewide collection of landowner plat books. Local libraries may have local plat books.

Many of the above sources refer to the Library of Michigan’s extensive statewide collection. You are encouraged to visit the libraries of your city, township and county as well as the Library of Michigan. Most libraries provide very limited research by mail.

All genealogical societies welcome members and guests to their meetings. Contact the Library of Michigan for the names of the societies in your area.

The Library of Michigan is located at 717 W. Allegan, P.O. Box 30007, Lansing, MI 48909. Current hours, subject to change, are 9 a.m. to 6 p.m. weekdays, 9 a.m. to 5 p.m. on Saturday and 1 p.m. to 5 p.m. on Sunday. Closed on official holidays. Telephone 517-373-1300 for more information.

The Library of Michigan is an equal opportunity equal access agency.
How to Connect to the Library of Michigan’s ANSWER Online Catalog from your computer

System Setup for Dial-in:

Most communications software will allow users to select different settings based on the needs of the remote system you want to search. Among the most popular programs are Crosstalk, Smartcom, ProComm, White Knight and Microphone II. To search ANSWER your software should be set as follows:

- Modem Speed: 2400-28800 bits per second (bps)
- Data Bits: 7
- Stop Bits: 1
- Parity: Even
- X on/X off: ON
- Duplex: Full
- Terminal Emulation: VT100

To Reach us:

If dialing in through MichNet (using one of the programs listed above):

1. Load in the settings above, then dial the MichNet node closest to you—see numbers on back side. (For example, from Battle Creek, dial 963-9975. In Lansing, dial 353-3500).
2. Once connected, you will see a host: prompt. Enter the Library of Michigan’s telnet address of libofmich.lib.mi.us
3. When prompted for authorization enter guest@mel.lib.mi.us at the login prompt. For a password, enter guest.
4. When you are finished, enter <escape>xx to disconnect from the Library. You will be returned to a MichNet prompt.

If you are unable to connect through Michnet:

1. Use the above modem settings, but connection speeds are 300-2400 bps. Dial (517) 373-6788 from the Lansing area (or 1-800-669-8779 from other Michigan locations).
2. After your modem connects with ours, you likely will hear a beep, buzz, hiss or other machine signal acknowledging a successful connection. A blank screen will then appear.
3. Press “enter.” A Terminal Selection List will appear. Type in the number 5 (VT100).
4. Press “enter” again twice. The ANSWER Introductory Screen will give instructions on how to proceed.
5. To make the system more accessible for other users, please sign off and hang up as soon as you finish.

ANSWER has a timeout feature that will automatically disconnect you after 5 minutes of inactivity.

From a Point-to-Point Protocol (PPP) or direct Internet connection:

Software settings may be different from those listed above.

By using telnet:

Telnet to libofmich.lib.mi.us.  
Login as answer.

From the WWW:

Connect to http://www.libofmich.lib.mi.us
Login as answer.

Borrowing Materials from the Library of Michigan:

State government employees in Michigan may request materials from the Library of Michigan Interlibrary Loan Office at 517-373-8926. All others should inquire at a local public or academic library, which can obtain materials by following the Statewide Interlibrary Loan Protocol.

For help, phone 517-373-5508 (9-5 Mon-Fri) or email adonohue@libofmich.lib.mi.us.
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<td>v.32bis/v.42bis</td>
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<td>517/629-7450</td>
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**Library of Michigan**

**PEDIGREE CHART**

**Courtesy of the Library of Michigan**
Family Group Chart

**HUSBAND’S NAME**
- **Born**
- **Where**
- **Married**
- **Where**
- **Died**
- **Where**
- **Where Buried**
- **Son of**
  - (Father’s Name)
  - (Mother’s Full Maiden Name)
- **Other Wives (if any)**

**WIFE’S FULL MAIDEN NAME**
- **Born**
- **Where**
- **Died**
- **Where**
- **Where Buried**
- **Daughter of**
  - (Father’s Name)
  - (Mother’s Full Maiden Name)
- **Other Husbands (if any)**

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<th>Marriage Date, Locality</th>
<th>Died Date, Locality</th>
<th>Where Buried</th>
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**SOUNDEX CODING GUIDE**

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Disregard the letters A, E, I, O, U, W, Y, and H.

**STEP 1**

On line 1, write the surname you are coding, placing one letter in each box.

**STEP 2**

On line 2, write the first letter of the surname in the first box.

**STEP 3**

On line 1, disregarding the first letter, slash through the remaining letters A, E, I, O U, W, Y, and H.

**STEP 4**

On line 2, write the numbers found on the Soundex Coding Guide for the first three remaining unslashed letters. Add zeros to any empty boxes. Disregard any additional letters.

**NAMES WITH PREFIXES**

If your surname has a prefix – like Van, Von, De, Di, or Le – you should code it both with and without the prefix because it might be listed under either code. The surname vanDevanter, for example, should be coded in the two ways shown. (Mc and Mac are not considered prefixes.)

**NAMES WITH DOUBLE LETTERS**

If your surname has any double letters, they should be treated as one letter. Thus, in the surname Lloyd, the second L should be slashed out; in the surname Callard, the second L should be slashed out.

**NAMES WITH LETTERS SIDE BY SIDE THAT HAVE THE SAME NUMBER ON THE SOUNDEX CODING GUIDE**

Your surname may have different letters that are side by side and have the same number on the Soundex Coding Guide; for example, PF in Pfister (1 is the number for both P and F); CKS in Jackson (2 is the number for C, K, and S). These letters should be treated as one letter. Thus, in the name Pfister, F should be slashed out; in the name Jackson, K and S should be slashed out.

With your ancestor's name correctly coded, you are ready to use the microfilmed Soundex card index, which is organized by state, thereunder by Soundex code number, and thereunder alphabetically by first name or initial. The information you should copy from each is on the reverse side.
### Type 1:

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<th>County</th>
<th>City</th>
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- **(COLOR)**: W
- **(MONTH)**: Feb
- **(YEAR)**: 1853
- **(AGE)**: 47
- **(BIRTHPLACE)**: Cleveland Twp., Cuyahoga County, OH
- **(CITIZENSHIP)**: Eng. A. R.

### Type 2:

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- **STATE**: VIRGINIA
- **COUNTY**: VA
- **LIVING ALONE**: Yes

### Copy the Following Information:

- **NAME**: Billton, P. Elizabeth
  - **RELATIONSHIP**: W
  - **BIRTH**: Aug. 1864
  - **AGE**: 36
  - **BIRTHPLACE**: Ohio

- **NAME**: O. Adelaide
  - **RELATIONSHIP**: B
  - **BIRTH**: Nov. 1893
  - **AGE**: 6
  - **BIRTHPLACE**: Ohio

### The 1910 census is indexed for only the following states:

- Alabama
- Arkansas
- California
- Florida
- Georgia
- Illinois
- Kansas
- Kentucky
- Louisiana
- Michigan
- Mississippi
- Missouri
- North Carolina
- Ohio
- Oklahoma
- Pennsylvania
- South Carolina
- Tennessee
- Texas
- Virginia
- West Virginia

*Only those households with children ten years of age or younger were indexed.*
Michigan Library and Historical Center, downtown Lansing
From I-96 or I-69, exit onto US-127 and proceed to downtown Lansing via I-496.
From I-496, exit onto Martin Luther King (M-99) and proceed north 4 blocks to Washtenaw Street. Turn right (east) onto Washtenaw to the Library's main entrance. Parking is available at the ticket booth just west of the traffic circle.

717 West Allegan Street, Lansing, MI 48909

Phone (517) 373-1300
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