



THE UNIVERSITY of NORTH CAROLINA  
**GREENSBORO**

Department of Library  
and Information Studies

# What Do I Do with *This?!* Cataloging Genealogy Materials

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# Subjects/Forms of Materials

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- Census records
- Vital records (births, deaths, marriages)
- Adoption records
- Passenger lists
- Land records
- Wills
- Military records
- Coats of arms
- Pension records
- Published and unpublished family histories
- Histories
- Biographies
- Patriotic society records
- Court reports
- Family lineage/family trees
- Directories of contact info. (cities, organizations)
- School records
- Religious records (memberships, baptisms, bar mitzvahs)

# Types of Materials

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- Published and unpublished
- Rare materials
- Print books
- E-books
- Serials/periodicals (including newspapers)
- Loose-leaf notebooks
- Microfilm
- Ephemera
- Photographs
- Maps
- Audio and video recordings

# Who Produces These Materials?

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- Government organizations: National, Local, State, etc.
- Individuals
- Organizations like familysearch.org
- Organizations like churches or clubs
- Publishing firms like Genealogical Publishing Company

# Guidelines for Developing a Core Genealogy Collection

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**From the Genealogy Committee of the History Section of the Reference and User Services Association, 2007**

- 3.2: Genealogy collections should include: family histories and genealogies of local families; pedigrees and/or compilations of family group sheets of local families (originals or copies thereof); vital records when available; federal and state census for the local community; probate and will records; land records; county, city, and state maps; cemetery records; information on local churches; naturalization records; military records; local newspapers; county histories; and indexes to the preceding items. The items may be available and provided in various formats, including microform, print, and digital. Collections should also include manuals and handbooks of how to do genealogy research.
- 5.3: The acquisition and cataloging of genealogy materials should receive the same priority as other library materials.

# Guidelines for Cataloging Genealogy Materials

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- Hello?? Is anyone out there??
- Helpful non-genealogy-specific resources
  - How-to guides for archives, special collections
  - RDA Toolkit
  - Maxwell's Handbook for RDA
  - Others' catalogs and catalog records (!)
    - *Library of Congress, NC State Library*

# Genealogy Materials Challenges and Solutions

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**Caution:** Some MARC/RDA/Cataloging  
jargon will be used.

# Description: Common Challenges & Solutions

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- Who wrote this?
  - Compilers can be considered to be creators  
100 1 \_ Harris, John Silver, \$e compiler.
- Unpublished materials
  - Record production date instead of publication information  
264 \_ 0 \$c 2015.  
264 \_ 0 \$c [between 2010 and 2018?]  
264 \_ 0 \$c [2015]  
264 \_ 4 \$c ©2015



# Description: Common Challenges & Solutions

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- Books in a series/set
  - Use \$n and \$p subfields in 245  
245 1 0 Burke County, N.C., road records. \$n Volume 1, \$p (1787-1819) / \$c Stewart E. Dunaway.
- Published materials with unique characteristics (signatures, papers laid in, etc.)
  - Notes  
500 \_\_ Library's copy: genealogical charts for Brinson family laid in.
- Non-book materials (serials, maps, etc.)
  - Consult RDA Toolkit, Maxwell's, attend a workshop or webinar

# Helpful Resources

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- Library of Congress RDA Record examples:  
<http://www.loc.gov/catworkshop/RDA%20training%20materials/SC%20RDA%20Records%20TG/>
- Records of other libraries with genealogy collections
- RDA Toolkit
- Maxwell's Handbook for RDA

# Challenge: Subject Headings Library of Congress

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- Names
  - Personal name (600 10)
  - Family name (600 30)
  - [www.authorities.loc.gov](http://www.authorities.loc.gov)
  - See your records on similar resources
  - See what others have done



# Challenge: Classification

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- Dewey?
- LC?
- Unique in-house scheme?
  - Linda Blake & Evelyn T. Stallings. “Arranging Roots: Classification and Subject Headings for Genealogical Collections.” *Library Resources and Technology Services* 41:4 (1997): 335-346.
- As with Subject headings
  - Look at others’ records (try WorldCat, LC)
  - Look at your records on similar resources

# Challenge: Classification Dewey

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012: Bibliography of individuals

360: Patriotic Societies (DAR, etc.,)

390: Customs and folk life

920: Biography

929.1: Genealogy how-to

929.2: Family histories

929.3: Multiple family histories

940: European history

973: US history (broken down by  
historical period)

974-979: US history (broken down by  
regions, states, counties)

# Challenge: Classification

## Library of Congress

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BR140-1500: Church history

CS9-25: Genealogy how-to

CS25-35: Royal genealogy

CS36-699: Genealogy of different  
geographical areas

CS2300-3090: History of names

CS3000-3999: Heraldry

D-DD: History, General and Old World

E-F: History of America

F1-975: US local history

G-GB: Geography

GR: Folklore

# Finding Aids vs. Catalog Records

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Does it really have to be one or the other?

# Which Should You Choose?

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## Finding Aid

- Collection-level description
- Easier/faster than individual records
- Some may only be in print
- Access can be a problem

## Catalog Records

- Typically item-level description
- Time-consuming
- Require specialized cataloging/encoding knowledge to construct
- More accessible for patrons



# Cataloged Finding Aids You Can Have Both!

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- Catalog record for the finding aid
  - Provide a link to the file (pdf) if available
  - 856 field:  
<https://www.oclc.org/bibformats/en/8xx/856.html>
- Searchable in catalog
- No need to catalog the whole collection



## Crump family papers

**Dates:** 1911-1973

Collection consists of materials relating to the Reynold and Myrtle Crump family and their seven children. The materials include correspondence, genealogical items, biographies, diaries, photographs, and miscellaneous articles relating to the Crump family and their ancestors. The materials date from between 1911 and 1973.

- **Extent:** 1 box (0.5 linear ft.)
- **Creator:** Crump (Family : Crump, Reynold W. (Reynold Wilford), 1890-1963)
- **Call Number:** MSS 1567
- **Repository:** L. Tom Perry Special Collections; 20th Century Western & Mormon Manuscripts; 1130 Harold B. Lee Library; Brigham Young University; Provo, Utah 84602; <http://sc.lib.byu.edu/>
- **Access Restrictions:** Open for public research.

[Full Details](#)

[Creator Info](#)

[Admin Info](#)

### Languages and Scripts

English

### Conditions of Use

It is the responsibility of the researcher to obtain any necessary copyright clearances. Permission to publish material from Crump family papers must be obtained from the Supervisor of Reference Services and/or the L. Tom Perry Special Collections Board of Curators.

### Preferred Citation

Initial citation: MSS 1568; Crump family papers; 20th Century Western and Mormon Manuscripts; L. Tom Perry Special Collections, Harold B. Lee Library, Brigham Young University. Following citations: MSS 1568, LTPSC.

### Custodial History

Donated by Vesta Smith in 1975.

### Acquisition Information

Donated; Vesta Smith; 1975.

### Subject Terms

Crump (Family : Crump, Reynold W. (Reynold Wilford), 1890-1963)--Archives; Crump, Myrtle F. (Myrtle Frost), 1896-1959; Bluffdale (Utah); Home and Family; Mormon families--Utah--Bluffdale; Social Life and Customs

### Genre / Form

Biography; Diaries; Genealogies; Letters; Photographs

245 10 Crump family papers.  
 264 0 [Utah], ±c 1911-1973.  
 300 0.5 linear ft. ±a (1box)  
 506 Open for public research.  
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# Conclusions

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## Challenges

- Multiple formats and topics
- Description
- Classification
- Ease of finding aids vs. access of catalog records
- Overall complexity!

## Solutions

- Case-by-case approach
- Give basic information
- Start with suggested areas
- Do both
- Resources from presentation, create your own cheat-sheet, and ask for help



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## Cataloging Genealogy Materials

### LINK

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