



**SA Genealogy &
Heraldry
Society Inc**

**Library
201 Unley Road
Unley SA**

**FACT
SHEET**

Catalogue

A great way to discover what resources are held in the Society's library is to use the library catalogue database to search for titles or key words. Using Microsoft Access the database lists all reference, heraldry, local and family histories, transcriptions, microfiche and microfilm material.

The search

To search, use *Filter-By-Form* process.

Suppose you are interested in Bristol. Type: *Bristol* in the title field and you will get a list of books and microfiche. By scanning the list you will learn whether the library has the particular parish record or census index you require.

The * (asterisk) is known as a wild card and is *a necessary part of the search information*. The title and key word fields contain strings of words, etc. If you want to search on one or two words only, you replace the rest by an asterisk. So in the Bristol example above, you are searching for every string of words containing the particular word, *Bristol*, in any position in the title.

Some years ago a group was discussing a book, but could not remember the title. Also the author's name eluded them. They chanted, *Um Um and Patched Pants*. How can you search an alphabetic list if you do not know the first word? If this book were listed in this database, it would be quickly found by searching for *Patched Pants* or *Patched*.

You may not exactly remember the title of a book – *Years of Change* or *The Changing Years* or perhaps *Changing Times*. If you search for *chang*, you will find all titles containing changing, change, exchange and, of course, Chang.

Key words

Some book titles do not reveal their contents. *With Toil He Won* is a family history of the Alderman family. *To South Australia's Shore They Came* is a local history of the Lower Light area. *Two Million South Australians* is the story of health and disease in South Australia. *The Northern Myth* is a study of agricultural and pastoral development in tropical Australia. In these cases the key words are a great help to researchers.

Besides surnames, country, county and locality names, other general terms used for key words are Baptism, Marriage, Death, Burial, Census, War, Convicts, Shipping, Probate, Methodist, Lutheran, and so on.

Local histories often cover many towns and settlements. Those localities with important sections in the book are listed in the key words. *To Gurrail Peebinga. Story of a Mallee Community* lists in the key words, Gurrail, Karte, Berrook, Kringin, Mootatunga, Butcher's Soak, Peebinga, Gumville. Searching for *Kyancutta* in the key words reveals two books which may be found on the Local History shelves—one under Eyre Peninsula and the other under Le Hunte.

Key words are being added to the Family Histories to record the main family name, as well as associated surnames, such as the wife's maiden name and the children's spouses. For example, the key words for *The Chimney on the Hill* are Custance, Perrier, Julian and Keynes. The family history manuscripts, maybe only a few sheets, are also listed on the database. A search for, *Jones* will reveal the dozens of books and manuscripts which have information about Jones families.

Overseas material is flagged with the country. For English material the county is listed in the key words. Anyone interested in the census records for Cheshire, should search for; *Cheshire* and *census*. You may get more than you expect. A search for records of St Chad, ie; *St Chad*, leads to a list of transcriptions, microfiche and heraldry for St Chad in Staffordshire, Cheshire and Warwickshire. A search for *Ireland* will find not only the Irish collection, but also family histories of the Ireland family.

Shelf location

The database includes the shelf location of each acquisition. Due to the volatility of the microfiche storage, microfiche are recorded as Australian or Overseas. The books and transcriptions have a location code that is worth learning.

An explanation is in the Library Guide, but briefly:

Reference Australia	REF/author code/A
Reference General	REF/author code/G
Family History	FH/family name
Local History	LH/locality
Heraldry	HER/author code

This article has described searching on the title or key words. However searches may be made on any field in the database including author, publication date and book location.

While you may be familiar with the card catalogue, the database provides a wealth of information about the library's holdings. Next time you visit the Society library, why don't you check out the library catalogue database. Do not forget to use the wild card (the asterisk). You may be surprised by what you find to enhance your research.

Adapted from an article by Maureen Leadbeater originally published in *The Genealogist* Aug 2001