



Ancestry Library Edition

Basic hints and tips

What is Ancestry Library Edition?

Ancestry is a large database that contains thousands of databases of collections of records from all around the world used by people to research their family history. Ancestry Library Edition is the public libraries access.

Key features:

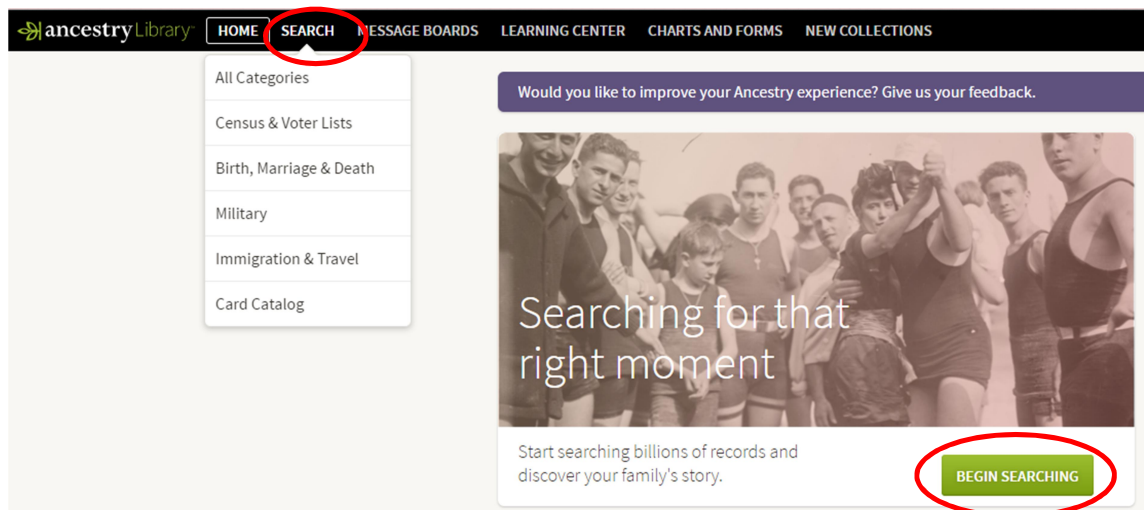
- Quick name searches
 - Search across multiple records, countries and time
- Access to digitised images
- Continually updated and added to
- Access previously inaccessible British and Australian records

Ancestry databases

Wide variety of records available including:

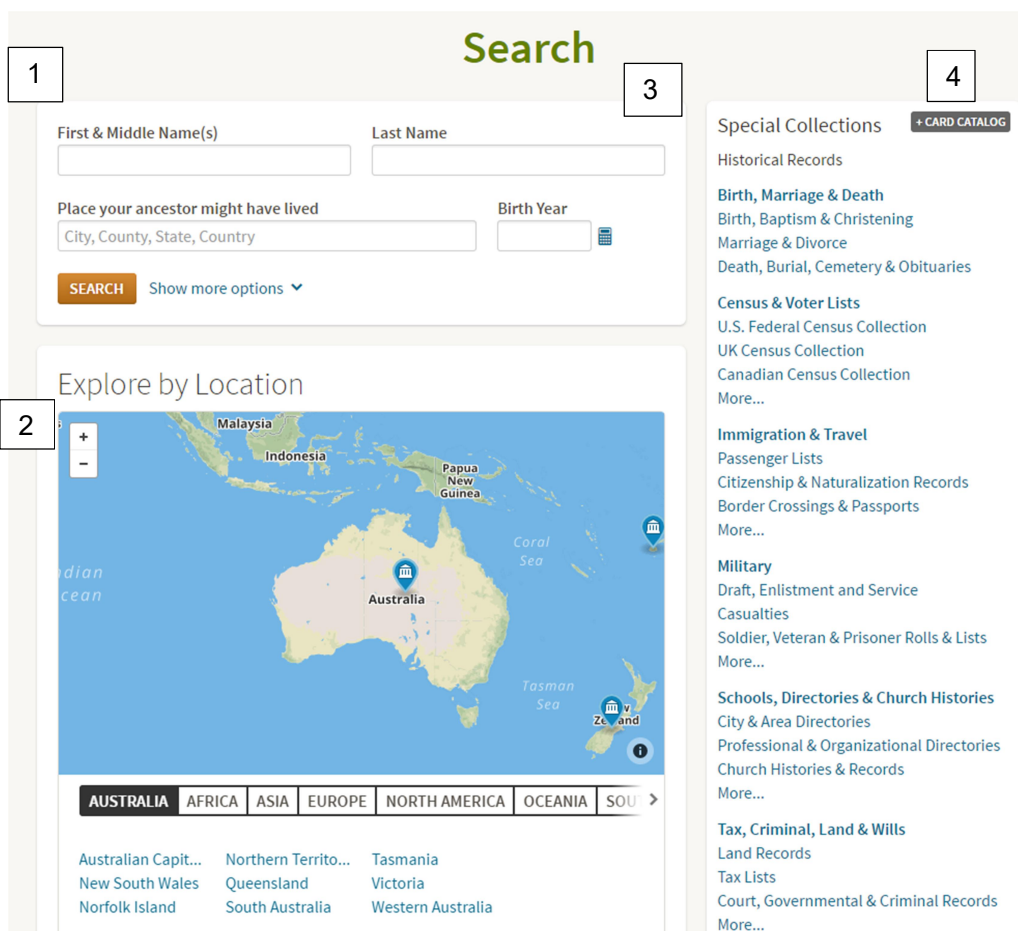
- England, Wales and Scotland censuses 1841-1911
- Civil birth, death and marriage indexes for England and Wales
- Selections of British parish records
- UK Incoming Passenger Lists, 1878-1960
- UK Outward Passenger Lists 1890-1960
- Australia-wide birth, death and marriage indexes
- NSW passenger lists 1826-1922
- Victoria passenger lists 1839-1923
- Some 20th Century Australian electoral rolls 1903-1980
- NSW – Sands Directories 1861-1933
- Various Queensland post office directories and Pugh's almanacs within "Australia, City Directories, 1845-1948"
- Queensland government gazettes 1903-1910

Home Screen - Two ways to get to “Search” screen



The image shows the Ancestry Library home screen. At the top, there is a navigation bar with links: HOME, **SEARCH** (circled in red), MESSAGE BOARDS, LEARNING CENTER, CHARTS AND FORMS, and NEW COLLECTIONS. Below the navigation bar, on the left, is a dropdown menu for the SEARCH link with options: All Categories, Census & Voter Lists, Birth, Marriage & Death, Military, Immigration & Travel, and Card Catalog. On the right, there is a large banner with the text "Searching for that right moment" and a "BEGIN SEARCHING" button (circled in red). Above the banner, there is a feedback prompt: "Would you like to improve your Ancestry experience? Give us your feedback."

4 ways to search – the closer you get to an individual index the fewer the results will be.



The image shows the Ancestry search screen. It is divided into four numbered sections:

- 1** Search form: Includes fields for "First & Middle Name(s)", "Last Name", "Place your ancestor might have lived" (City, County, State, Country), and "Birth Year". There is a "SEARCH" button and a "Show more options" link.
- 2** Explore by Location: A map of Australia and surrounding regions (Malaysia, Indonesia, Papua New Guinea, New Zealand). Below the map are tabs for AUSTRALIA, AFRICA, ASIA, EUROPE, NORTH AMERICA, OCEANIA, and SOUTH AMERICA. Under the AUSTRALIA tab, there are links to Australian Capital Territory, New South Wales, Norfolk Island, Northern Territory, Queensland, South Australia, Tasmania, Victoria, and Western Australia.
- 3** Special Collections: A list of collections including Historical Records, Birth, Marriage & Death, Census & Voter Lists, Immigration & Travel, Military, Schools, Directories & Church Histories, and Tax, Criminal, Land & Wills. Each collection has a "More..." link.
- 4** CARD CATALOG: A link to view the card catalog.

1. *Basic* and *Advanced* searches will search everything that is available in Ancestry Library Edition. A *Basic* search will provide a broad array of results. Using *Advanced* search and adding additional information such date of death, parents' names or a spouse's name can help narrow the results.

Basic

Place your ancestor might have lived

Birth Year

[Show fewer options](#) ^

☐ Match all terms exactly

Advanced

Add event: [Birth](#) [Marriage](#) [Death](#) [Lived In](#) [Any Event](#) [More](#) ^

Add family member: [Father](#) [Mother](#) [Sibling](#) [Spouse](#) [Child](#)

Click on the **blue text** to add extra information such as parents' names, spouse etc.

Keyword

Gender

Race/Nationality

☒ Historical Records


☒ Family Trees

☒ Stories & Publications

☒ Photos & Maps

[Clear search](#)

The following ways to locate databases can help narrow down the results:

2. Searching using Explore by Location provides an opportunity to locate databases and information from a specific geographical location.
 - a. Click on the **black text** to locate indexes for a geographical area
 - b. Click on the **blue text** to locate indexes from a specific country or state.
 - c. Click on the collections icon  to view a list of related indexes, choose index and search
3. Searching using Special Collections (right hand side of search screen)
 - a. Makes locating and searching specific collections in a subject area easier i.e. locating "Australia, electoral rolls, 1903-1980" under "Census and Voter Lists"
4. Searching using +Card Catalog provides the ability to search for records from specific collections, locations or time periods.
 - a. Search by Title or Keyword to locate a specific index.
 - b. Can filter by Collection, Location, Date and/or Language

Searching

General search tips

- Start with a broad search then slowly add information to narrow results
- Try different search terms and combinations of them

- To locate all alternative spellings use wildcards
 - ? when replacing a single letter within a name
E.g. Sm?th searches Smith & Smyth
 - * when replacing more than 1 letter in a name
E.g. John* searches John, Johns, Johnson, Johnsen etc.
- For unusual spellings try limiting to:
 - Exact – searches for the exact spelling typed.
 - Sounds Like (or Soundex) and Similar – alternative spellings of a name
 - Phonetic – Useful for European names that are spelt different to way pronounced

Hints

- Indexing problems are many and unpredictable, accidental or otherwise:
 - Given and surnames may be reversed e.g. Munro Colin
 - Spelling may be inconsistent in original index/document e.g. Hunley for Stanley; Eyer for Eyre
 - Informal rather than formal names may be used e.g. Frank for Francis and Harry for Henry
- Be wary of making assumptions
- Ages may be inconsistent
- Be aware that 'Suggested Records' may not relate to your particular ancestor or may link to a different document altogether
- Indexes can be static so check government web sites as well e.g. Australian states' births, deaths and marriages indexes go beyond what's available on Ancestry Library
- Check original documents for context and crosscheck them with others e.g. Trove, other censuses, British Library newspapers; to see if the error is an indexing one or an inconsistency in the records.
- Search individual databases for more individualised results i.e. Australian Voter Lists
- Public Family Trees can be useful but be aware they are often incorrect so be sure to crosscheck any information

Explore Ancestry

Explore what is available but easily missed:

- Full Hamburg emigration lists
- Dictionary of Biography is available
- The *Illustrated London News* is searchable by name
- Check the recently added/updated collections

Need further information?

(07) 3840 7810 | <http://www.slq.qld.gov.au/services/ask-us>



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