1. Introduction

Preparation and assessment of the information that you do know, is the most important step. The Hartley Library has much material that could be used for genealogy although that is not its primary purpose. The main activity of the University Library is to support the learning, teaching and research activities of the University. As a result, the material is arranged across many floors and is not arranged in an easy sequence for systematic use by family historians.

Good places to do genealogy research in person are the local history sections in public libraries; county record offices [http://www.nationalarchives.gov.uk/archon](http://www.nationalarchives.gov.uk/archon); government archives such as the National Archives at Kew [http://www.nationalarchives.gov.uk/](http://www.nationalarchives.gov.uk/); the Society of Genealogists [http://www.sog.org.uk/index.shtml](http://www.sog.org.uk/index.shtml) and the search rooms of family history societies. In these libraries, you will find staff who are trained to deal with family history queries and who know their stock inside-out. In the Hartley Library there may be times when we have to limit the amount of time that we are able to give in supporting family history queries as we are busy supporting staff and students. Access to the web has made it possible to do a lot of research from home first, before needing to consult printed materials. The Church of the Latter Day Saints (LDS) has transcribed records which are searchable on the Family Search site: [https://familysearch.org/](https://familysearch.org/). The LDS has also microfilmed a great deal of family history material and this can be borrowed through their network of family history centres, to find your nearest centre, check [https://familysearch.org/locations/centerlocator](https://familysearch.org/locations/centerlocator).

You are very welcome to use our materials for reference and we will do our best to help with your queries. You will probably find that the Hartley Library’s resources become more useful as alternative and advanced avenues of research, once you have explored the more commonly available sources of genealogy on the web and in the public libraries.

2. Familiarising yourself with the basic tools and techniques

- Do background work to familiarise yourself with sources and ways of finding information by reading a good book such as:
  
  *Herber, Mark D.*
  
  *Ancestral trails: the complete guide to British genealogy and family history. 2nd ed (revised)*
  
  
  ISBN 0750941987 £20.00 (paperback)
- Look at the Genuki pages on the web for your place of interest: [http://www.genuki.org.uk/](http://www.genuki.org.uk/)
- Join a relevant family history society for your place of interest see the Federation of Family History Societies site: [http://www.ffhs.org.uk/members2/contacting.php](http://www.ffhs.org.uk/members2/contacting.php)

- Buy a genealogy program or look at other ways of recording your information on paper. To get an idea of what is available; try typing 'family history software' into Google.
- Accurate note-taking is very important, especially the source of your information. Not all genealogy information on the web is accurate or true, which means that you should be circumspect about web information with no obvious source. Only record things that come from a reputable secondary source or that you have researched yourself from source materials. Always note your source of reference, in case you have to revisit it later.
- Start from what you know and work back methodically, otherwise you will be overwhelmed with potential information sources and won't know where to start.
- Join a web subscription-based (or pay as you go) genealogy records service such as Ancestry [http://www.ancestry.co.uk/](http://www.ancestry.co.uk/) or The Genealogist [http://www.thegenealogist.co.uk/](http://www.thegenealogist.co.uk/). These will usually give ready access to census returns and birth, marriage and death indexes and much more besides.

3. **Preparing for the library visit**

- Prepare a search strategy – what exactly do you need to find out? – specific questions?
  - Lists of surnames and dates
  - Countries, counties, towns and villages of interest
  - Tangible facts – was your relative a politician, person of note, doing a specific trade. Did most of your family come from a specific town? The more specific, the better!

- A phone call or email in advance are useful if you are expecting to see a particular item that you've found on the library catalogue or if you are coming to seek the answer to a specific question or if you have accessibility requirements. Will the library have what you need? What are its opening hours? Are there access restrictions, will the items be available on the day and at the time that you wish to use them?

4. **Items to bring with you on the day**

- Printout or notes of what you have found to date (family tree etc) to aid memory – applies to all ages!
- Notebook, with notes of what you want to find out – bring a laptop only if you can keep an eye on it all of the time
- Pencils not pen, so as not to damage our materials
- Money for the photocopiers and refreshments
- Plenty of time – e.g. have you parked somewhere where you can leave the car all day? Contingency plans in case you get engrossed in your researches and stay on in the Library (it can happen!).
5. Useful Guide

Several years ago, a brief guide was produced to the Hartley Library resources for family historians. This guide is a little out of date and there is only one copy in the Library! It is a hand list of relevant material with class numbers, as they existed in 1992 before the substantial remodelling of the library. Consequently some material has been moved around but library staff will be able to indicate where items have been moved or you can look the item up on the library catalogue WebCat http://www.lib.soton.ac.uk to discover where it is shelved now. Some items may now be available on the web and so it’s worth checking Google http://www.google.com for specific publication titles.

Collins, John (Compiler). Resources for family historians on the open shelves of the Hartley Library, University of Southampton
The Author, 1992. Shelved at: p CS 16 COL

6. Library staff help

To get the most out of your visit, please talk to Library staff to gain an idea of the library layout and to discuss potential sources of information. It is worth noting that although visitors are welcome, the University Library’s main mission is to support the staff and students of the University and so there will be times when we are extremely busy doing this and therefore have to limit the time that we can give to family history queries.

The Special Collections Open Access section of the Hartley Library on Level 4 has a staff office where library staff will be happy to help with enquiries about the collections. The Subject Enquiry Desk staff on Level 3 will also be able to point you in the right direction.

7. Useful materials for the family historian and their locations

The Hartley Library is arranged over five floors. The main entrance is on Level 2. The stairs and lifts to other levels are situated at the back of the entrance hall. There are enquiry desks on Level 2 (Reception) and on Level 4 (Subject Enquiries and Special Collections).

a) Newspapers (Level 1)

These are on microfilm and take time to scroll through. Try to pin down specific date ranges to make the searching easier. Not many newspapers are indexed. You can get access to the Times Digital Archive (online full-text of the Times from 1785 to 2006) through Southampton City Council Libraries. Southampton Central Library also has a large collection of local newspapers.

b) Periodicals (Level 1)

This section includes annual publications such University Calendars as well as archaeological and local history periodicals.
c) **Historical Reference Sources** *(Level 4)*

Many people are descended from poor ancestors who lived and died in an unremarkable way and who did not make any impact on the government official records of the day. Unless your relative was rich, famous *(or infamous)* they are unlikely to feature in most of the Hartley Library’s history sources and you are more likely to find reference to them in one of the other locations mentioned in Section 1 or through one of the web resources. Typical Hartley Library history sources *(which may go back hundreds of years)* include:

- Biographies
- Gazeteers
- London Parish Registers *(Harleian Society)*
- Wills *(Index Library)*
- Family papers of wealthy or famous people
- Indexes to parliamentary and government official records and Public Record Office *(National Archive)* holdings. Full texts of government official records.
- Victoria County Histories. Many counties including Hants, Wilts & Sussex are available online via **British History Online** [http://www.british-history.ac.uk/Default.aspx](http://www.british-history.ac.uk/Default.aspx)

**d) Hampshire resources** *(Special Collections Open Access Level 4)*

For the researcher with Hampshire connections, the Special Collections Open Access area holds the Cope Collection which specialises in all aspects of Hampshire. Ensure that you obtain the Guide to the Cope Collection *(available by the entrance to the Open Access section)* or look at our web pages [http://www.southampton.ac.uk/library/resources/collections/cope/](http://www.southampton.ac.uk/library/resources/collections/cope/)

**e) Jewish materials** *(Archives and Manuscripts and Rare Books and Special Collections Open Access Level 4)*

The Special Collections at the University of Southampton is renowned for its Jewish archive and library collections. See our web pages for more details [http://www.southampton.ac.uk/library/subjects/jewishstudies/](http://www.southampton.ac.uk/library/subjects/jewishstudies/). The Parkes Library is available in the Special Collections Open Access section and includes a number of guides published by the Jewish Genealogical Society of Great Britain.

The Archives and Manuscripts and Rare Books section houses considerable Anglo-Jewish archives, some of which would be useful for genealogical research. Information on the collections can be found in the on-line Guide to collections at [http://www.southampton.ac.uk/archives/index.shtml](http://www.southampton.ac.uk/archives/index.shtml). Published guides are also available in the Reference section in the Library *(Starting at Ref Z6621 onwards)*.

The Archives and Manuscripts section is open Monday-Friday 0930-1700, by prior appointment, and researchers are asked to make the initial appointment in writing to **The Archivist, Hartley Library, University of Southampton, Highfield, Southampton, SO17 1BJ**. The Archives staff will be able to advise you about the Jewish archive collections to ensure that you get the most from your visit.
f) **Local History** *(Turner Sims Reading Room Level 4)*

There is a cross-over between genealogy and local history and this is most in evidence in the section of material listed by country and by County (DA 670) or Town or City (DA 690). Located here are the numerous country record office publications which are transcripts, facsimiles and lists of source material. This part of the library is windowless and has automatic lights with movement sensors and the shelves are narrow. Please ask for help if you find it difficult to use this section.

8. **Classification Numbers**

The main materials of interest to family historians will be on Level 4 in the Open Access Section of the Special Collections Area (including the Cope Collection on Hampshire); in the main Level 4 area and in the Turner Sims Reading Room at the front of the building. Some of the extra large books or very old books are stored in separate sequences and so please ask, if you cannot locate a particular item that you were expecting to find on the open shelves.

For browsing, there are a few indicative classification numbers:

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD</td>
<td>Diplomats, Archives and Seals</td>
</tr>
<tr>
<td>CS</td>
<td>Genealogy and family history</td>
</tr>
<tr>
<td>CR</td>
<td>Heraldry</td>
</tr>
<tr>
<td>CT</td>
<td>Biography</td>
</tr>
<tr>
<td>DA</td>
<td>Great Britain Local History, Antiquities, Travel</td>
</tr>
<tr>
<td>DA 600+</td>
<td>Place names</td>
</tr>
<tr>
<td>DA 670+</td>
<td>Local history by county</td>
</tr>
<tr>
<td>JN</td>
<td>Politics and political administration</td>
</tr>
<tr>
<td>JN 535+</td>
<td>Parliamentary biographies and dictionaries</td>
</tr>
</tbody>
</table>

9. **Using the catalogue**

The Hartley Library has an online catalogue of material added to its shelves since 1980 and its catalogue is accessible from within the Library and from home: [http://www-lib.soton.ac.uk/](http://www-lib.soton.ac.uk/)

For material added to stock **before 1970**, much of this listed in the card catalogue only. The card catalogue is situated on Level 3, next to the Group Study Rooms to the left of the stairs. Please ask for assistance, if you are unsure how to interpret the card catalogue information.

*Disclaimer*

This informal guide is meant to be a signpost, rather than a comprehensive guide to the Hartley Collections and to get definitive information, please refer at any time to a member of Library Staff or email [libenqs@soton.ac.uk](mailto:libenqs@soton.ac.uk).

Christine Fowler
University of Southampton Library. July 2012