

Ohio Genealogy News

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Summer Research Trip Time!

Guides to
ACPL, OGS, OHC

AND What Our Ancestors Went Through to
Have their Pictures Taken

PLUS: ♦ Fall Seminar Interview with Josh Taylor ♦
OGS Conference 2014 Report ♦ Summer Classes at
the OGS Library ♦ Election Preview ♦ Book Auction

Connecting with your Ancestors at the Ohio History Center

By Shelley Bishop

With its wide array of genealogical and historical resources, the Ohio History Center (OHC) Archives/Library in Columbus makes an excellent base for researching your Buckeye State ancestors. A bit of advance preparation can make your research trip more productive and enjoyable. If you're considering a trip soon, or hope to visit OHC in conjunction with the 2015 Ohio Genealogical Society Conference in Columbus, this overview will give you a head start with your plans.

The Ohio History Center Archives/Library holds an extensive collection of Ohio records. Select resources can be found for every county, with counties in central and southeastern Ohio particularly well represented. Explore the Archives/Library website (<http://ohiohistory.org/research>) to see the scope of its holdings and find answers to frequently asked questions. Highlights include:

- county and state court records, documenting births, deaths, marriages, naturalizations, civil and criminal cases, guardianships, and estate settlements
- city, county, and state government records, including land records, tax duplicates, school records, township minutes, and more
- historic newspapers (statewide)
- city directories (statewide)
- Ohio military records
- quadrennial enumerations and federal censuses
- prison and institutional records
- Bibles, diaries, letters, and original manuscripts
- photographs and audiovisual materials
- maps and atlases
- reference books, abstracts, and publications

Using the Online Catalog

Planning ahead is the key to making the most of your research time at the Ohio History Center. Use the online catalog to find specific holdings and call numbers of materials you'd like to see. From the

Archives/Library website, click on *Online Collections Catalog*, or go to www.ohiohistory.org/occ. The catalog is divided into three parts: Library and Newspapers; Manuscripts, Audio/Visual, and State Archives; and Museum Collections. The first two are of most interest to genealogists.

The Library and Newspapers Catalog includes published materials such as reference guides, county histories, atlases, city directories, and county record abstracts and indexes. Printed materials with an "R" in the call number are available on open stacks in the Research Room. Because publications for each county are grouped together, browsing the shelves may yield other items of interest. To find newspapers in the catalog, enter the name of the city or county followed by the letters "npdb" (for *newspaper database*) in the search box. Scroll through the list to find the range of years and publications you're interested in. Click on *Full Record* for more information on condition and exact dates available. Many newspapers have been microfilmed, but some are still in original form and must be paged at the reference desk.

Digging in the Archives

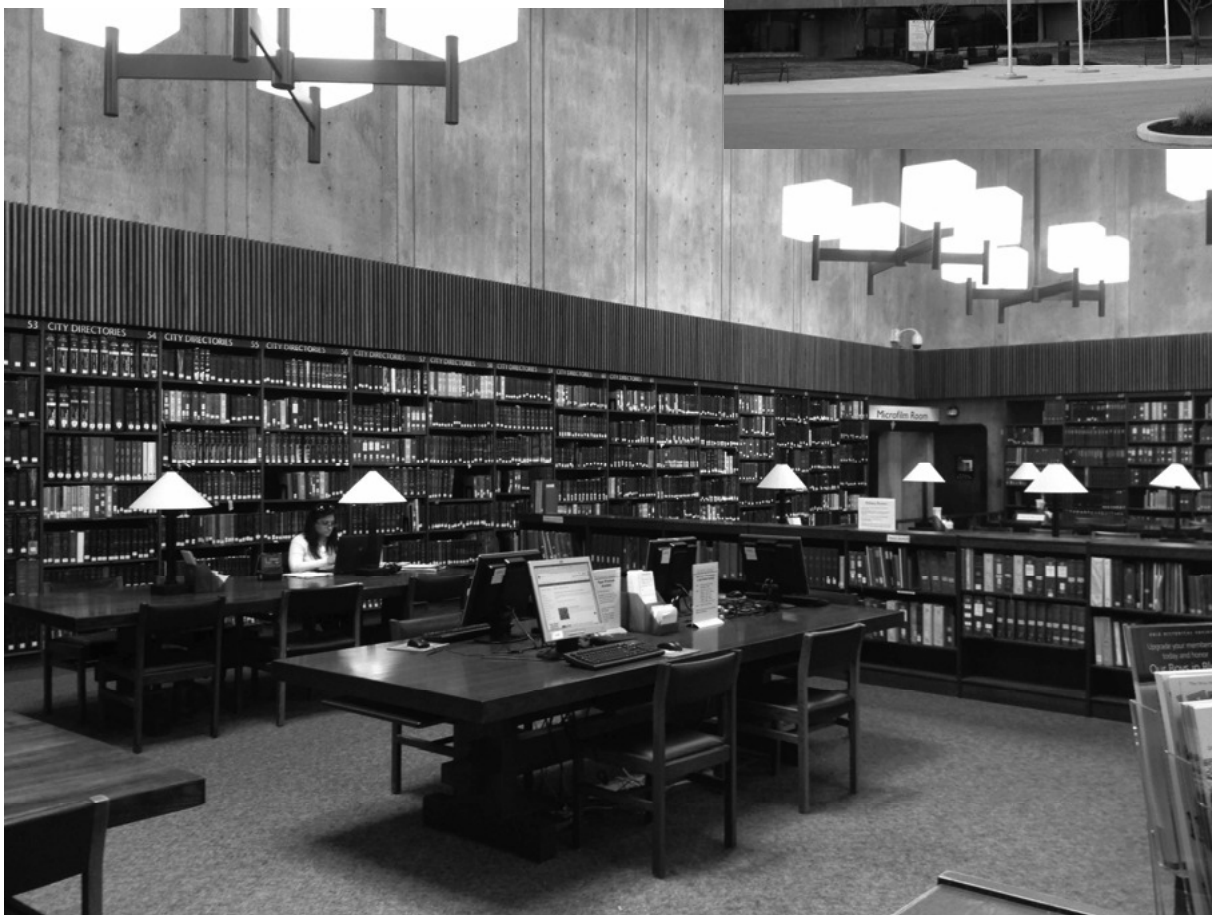
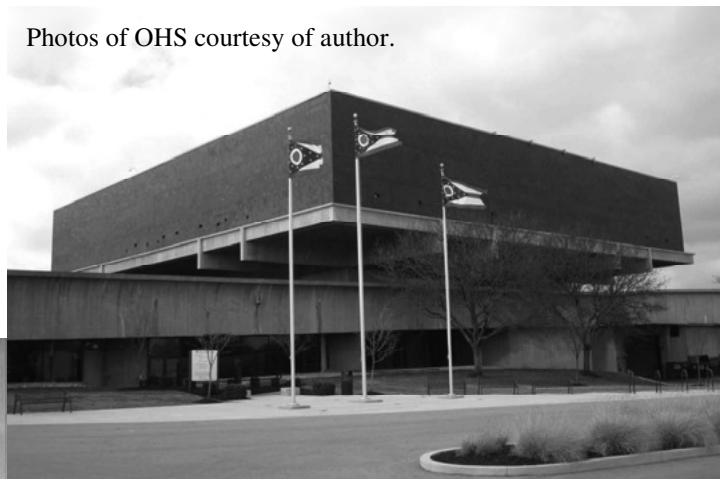
The Manuscripts, Audio/Visual, and State Archives catalog contains government records, unpublished resources, photographs, and archival materials. The collection is best searched by topic and/or locality.

To find specific holdings, enter a search phrase such as "War of 1812" or "Athens County probate." Click on *See more about Collection* for details about a particular resource. **Tip:** reference numbers beginning with the letters "GR" indicate the item is on microfilm, and can be found in the self-service cabinets in the microfilm room. Reference numbers beginning with "BV" indicate the item is an original volume or manuscript. These materials are in closed stacks (storage) and must be paged. To request one, you'll need the State Archives Series number (such as *SAS 6700*), item number (*BV 20,625*), and de-

scription (*Athens Co. guardian docket*). You can download or print the entry from the online catalog.

If you can't find the subject you want or have a question about a particular resource, you can email reference@ohiohistory.org. A reference staff member will try to answer your questions. If OHC

Photos of OHS courtesy of author.



floor, exiting into a reception area.

Lockers and restrooms are directly ahead.

You'll need to leave your jacket, computer bag, tote, or purse in a locker. The quarter you put in the locker will be returned when you unlock it. You're permitted to

doesn't hold the records you need, they generally can suggest other repositories or resources to check.

Visiting OHC

In addition to previewing the resources available, it also helps to know what to expect when you arrive onsite. All visitors enter OHC through the street level doors, so handicapped access is not an issue. At the welcome desk, indicate that your destination is the library, rather than the museum. There's no admission charge. If this is your first visit, you'll be asked to register for a Collections Card ID.

Proceed down the hallway and turn right, then into the small elevator hall. Take the elevator to the third

take a laptop, smartphone, digital camera, writing pad, folder, notes, or other small items into the library with you.

As you enter the library you'll see the reference desk, where staff members answer questions, take call slips, and make copies. The walls of the reading room are lined with reference works, state and county books, and city directories. Spacious tables equipped with electrical outlets and lamps provide plenty of room to work. In-house computers offer catalog and Internet access.

To request archival items from stored collections, fill out call slips with the necessary information and your Collections Card ID number. A staff member

will retrieve the items from storage and bring them to you, one volume or file at a time. Special tables are reserved for this. If the collection includes photographs, you may be given gloves to protect the images. The Archives/Library strives to offer patrons the best possible accessibility, but use of damaged or fragile items may be restricted. As with any archival materials, preservation and safe handling come first.

The entrance to the microfilm room is through a door in the rear corner of the Research Room. This space holds a dozen microfilm reader/printers, a few read-only viewers, and a new ScanPro 3000 digital reader. Newspaper films and government record (GR) films are housed in separate file cabinets. To print copies from a reader/printer, load money onto a print card using the vending machine in the room. Directions posted nearby explain how to use, scan, and print from the ScanPro 3000.

There's no better time than the present to start planning your research trip to the Ohio History Center. Visit on your own anytime, or mark your calendar for April 9-11, 2015, when the Ohio Genealogical Society holds its next annual conference in Columbus. The reference staff will offer special tours and programming on Wednesday, April 8, 2015, prior to the conference. Watch for details in the conference brochure. With just a little bit of preparation and luck, you might find valuable connections to your Ohio ancestors awaiting you at the OHC Archives/Library.

Shelley Bishop is an OGS-award winning genealogy writer and owner of Buckeye Family Trees, which specializes in helping clients find and document their Ohio ancestors. Check out her blog of personal research discoveries, tips and resources at <http://www.asenseoffamily.com/>.



Quick Guide: Your Visit to OHC

Name Change: The Ohio History Center houses the Archives/Library collections of the Ohio History Connection, formerly known as the Ohio Historical Society.

Location: 800 East 17th Ave, Columbus, OH. From I-71, get off at Exit 111, 17th Avenue. (Note: this is also the exit for the Ohio State Fair and Expositions Center.) Heading west, keep to the right lane of 17th Avenue and turn into the multilane access drive for the Ohio Expo Center. Turn right immediately at the Ohio History Center sign. There's ample free parking. Enter through the street level doors.

Hours: The Archives/Library is open Wed—Sat, 10:00 am to 5:00 pm., except holidays. Retrieval of archival items from storage ends at 4:15 pm.

Digital cameras: To use a digital or smartphone camera in the Research Room, ask for and complete an application. The staff will give you a placard to display at your workspace, and keep your permit on file for future visits.

Scanners: No scanners of any kind are allowed for preservation reasons, including the risk of damage resulting from pressure on the material's surface. The staff is equipped to make overhead reproductions of fragile items.

Copies: All regular-size copies cost \$0.25/page. In the Research Room, only staff members can make copies; self-service copiers are not available. In the microfilm room, reloadable copy cards work in all the printers except the ScanPro 3000, which sends copies to the reference desk for payment.

Flash drives: The ScanPro 3000 can send images to your flash drive, at no cost.

WiFi: Free WiFi is available for all patrons.

Writing instruments: Only pencils are allowed in the Research Room, for preservation reasons.

Food: No food or drink is permitted in the Archives/Library, and no food is available for purchase at OHC. If you wish to bring a lunch or snack, take the elevator to the 2nd floor, where you'll find a spacious area with lots of tables and light—perfect for a research break. There's a McDonald's at the freeway exit.

Gift shop: Allow time to browse the first floor gift shop, where books, posters, decorative art, and other items related to Ohio history are on display. Ask about the Family History Archival Kit, which comes pre-stocked with supplies to preserve your keepsake documents and photos.

Contact information: The Archives/Library phone number is (614) 297-2510. You can reach a staff member by email at reference@ohiohistory.org.