

Library User Guide

New England Historic Genealogical Society

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Hours: Tuesday - Saturday, 9 a.m. – 5 p.m.

Wednesday, 9 a.m.- 9 p.m.

Closed: Sunday and Monday

What's in this Library? – Quick Guide to each Floor

Sixth-Floor Ruth C. Bishop Reading Room

- Family genealogies
- Current periodicals
- General genealogy reference materials
- *NEHG Register*, *TAG*, *NYG&B Record*
- Massachusetts town vital records books 'to 1850'
- Access to Rare Book Collection

5A Floor – R. Stanton Avery Special Collections Department

- Access to manuscripts

Fifth-Floor Local History Reading Room

- Genealogical/historical print materials for U.S. and Canada
- Maps and atlases
- College class-report books

Fourth-Floor Dean C. and Roberta J. Smith Technology Room

- All microfilm, microfiche, and CD-ROMs
- U.S. and Canadian censuses and census indexes
- New England city directories
- Internet access
- LDS Family History Library Catalog, IGI, Ancestral File

First-Floor Treat Rotunda and Constance Wadley Fuller Reading Room

- Genealogical/historical print materials for the British Isles
- All European, Asian, and Pacific print materials
- Access to the "Vault" serials and print materials

Welcome to the New England Historic Genealogical Society! This guide is designed to answer some of the most basic questions about our library, from where reels of microfilm are located to how to make photocopies. Our library was newly renovated in 1997 and 2000, expanding to four reading rooms, which are outlined on pages 7-10. Each reading room is equipped with the following amenities:


- **Photocopiers** – See “The Photocopier’s Best Friend” on page 4.
- **Coat Racks and Lockers** – Locker keys are obtainable from the reference desks on 4, 5, and 6 by leaving a photo ID or your membership card. *We strongly recommend that you use lockers to secure your valuables. NEHGS cannot be responsible for lost or stolen items.* All bags, briefcases, etc. will be inspected, as you leave the building, at the Reception Desk.
- **Handicapped-Accessible Restrooms** – Each restroom is down the hallway to your left from the elevator on each library floor.
- **Wireless Internet and Research Tables with Electrical Outlets** – For those wishing to use laptop computers, outlets are located in the center of many of the reading room tables. For those with wireless Internet enabled laptop computers, we have wireless Internet network available. Use your computer’s instructions to log onto the NEHGS network.

In addition, there are **water fountains** on the first and fourth floors (by the restrooms). **No food or drink is allowed on the library floors.**

Usage Policies. *We ask you to observe a few regulations while visiting with us at NEHGS so that we can serve you better:*

- **Open Shelves of Books** – We have open stacks in our library, so please browse around! However, we do ask that you **DO NOT RESHELVE BOOKS**, but please return them to the book carts in the reading rooms.
- **Microfilm, Microfiche, and CD-ROMs** – Before using any of these materials on the fourth floor, please sign up for the appropriate machine with the librarian at the reference desk and follow these directions:
 1. If you are using **microfilm**, you will be given a wooden block that corresponds to your microfilm reader. The film drawers are open, but please take only **one reel at a time**, using your wooden block to mark the reel’s place in the drawer. **Please return the reel to the proper drawer when finished.**
 2. If you are using **microfiche**, please help yourself to the fiche that you need, placing one of the available bright pink cards in its place in the drawer. Please **DO NOT REFILE FICHE**, but place them in the letter trays on top of the fiche cabinets.
- If you wish to use a computer for a **CD-ROM** or to access the Internet, ask the librarian (at the Fourth-Floor Reference Desk) for a computer. You may be asked to present a photo ID to use some CD-ROM titles.

- **Manuscripts and Rare Books** – These collections are open to NEHGS members only. Manuscripts can be accessed from the Five-A Floor and Rare Books from the sixth-floor Reference Desk. Fill out a call slip with the item’s call number, date, and your name and member number, so that the appropriate librarian can pull the material for you (a sample call slip is shown below). Patrons are asked to use pencils when using these materials, and book rests and gloves when instructed by the librarian. If the 5A floor is not staffed by a librarian, have manuscripts pulled from the sixth floor.



**New England Historic Genealogical Society
Research Library Call Slip**

Date _____

Rare Book (RB)
 Manuscript (Mss)
 “Vault” Book

Your Name _____

NEHGS Member #(for RB and Mss use) _____

Item Call # _____

Item Title /Author or Surname _____

Volume and Issue # (for journals) _____

- **“Vault Materials”** – Some books and microfilm are stored in the “Vault,” as indicated in the location field of the online catalog. If a volume or film reel is not on the shelf, contact the librarian, and he or she will retrieve it. Generally, books pertaining to the U.S. and Canada are pulled to the fifth floor, books pertaining to the British Isles or Europe are pulled to the first floor, and microfilm is pulled to the fourth floor [if the first or fifth floors are not staffed by a librarian, materials can be called from the sixth floor].
- **LDS Films** – Library patrons can order LDS films from the fourth-floor Reference Desk, and/or examine the Family History Library Catalog on this floor. Rental is \$5.50 per film for 3 weeks of use; you will be notified when your films have arrived. Renewals of film are possible, and films will be kept on the fourth floor under your name.

The Photocopier's Best Friend. *The following listing contains tips that will help you when you find that bit of information you want to take home with you.*

How can I make copies?

- The photocopiers on the fifth and sixth floors accept only copy cards.
- The fourth-floor microform copiers use the honor system. Copies made on the fourth floor should be brought to the Reference Desk Librarian's attention, so that he or she can write out a receipt which you use to pay at the Reception Desk on the first floor upon leaving.
- If you wish to purchase a photocopy card, go to the machine next to the sixth-floor reference desk. You will need a \$1 bill in order to obtain your card. Follow the instructions on the machine. The card come out of the machine loaded with four copies. You can add additional copies to your card at this machine (four to the dollar) in increments of \$1, \$5, \$10, or \$20.

How much are copies and how do I position the paper on the photocopier?

- Copies at all machines, of letter (8½ x 11) or legal (8½ x 14) sized paper are 25¢ each. Copies of ledger-sized paper (14 x 17) are 75¢ each.
- Book copiers print out letter, legal or ledger-sized paper. The following diagram shows the position for which the paper will copy. Book spines should placed along the left edge of the copier.



Front of Copier


What am I allowed to photocopy? Can I do it myself?

- Please feel free to photocopy any materials you obtain from the bookshelves or microtext cabinets on your own, subject to US copyright laws. You may not photocopy entire books.
- Photocopying of manuscripts and rare books is at the librarian's discretion. Please ask before making copies from these materials.

NEHGS Catalogs. Searching the catalogs is the most efficient way of locating all the titles for a particular subject area, family name, location, title, or author. To ensure that you have found all titles on your topic, make sure to check *each* catalog listed below:

- **Computer Catalog** – This is a computer database on terminals on each floor that contain the majority of the holdings in the library. The materials in the catalog are in the Library of Congress classification system mentioned below under “Catalog Symbols.” We strongly urge researchers to use the computer catalog, since the card catalogs are being phased out and have not been updated in years.
- **Library of Congress Card Catalog** – Located on the fifth floor, this catalog has all-white labels with authors, titles, and subjects all listed together alphabetically. These cards refer to materials cataloged in the Library of Congress Classification system mentioned under “Catalog Symbols.”
- **“Old NEHGS” Card Catalog** – Also located on the sixth floor, this catalog is split into three sections: a **yellow-labeled catalog** of genealogies listed alphabetically by surname, a **blue-labeled catalog** of geographic places listed alphabetically, and a **white-labeled catalog** of subjects listed alphabetically. These cards refer to materials cataloged in the “Old NEHGS” system mentioned under “Catalog Symbols.”

Catalog Symbols. Books are cataloged in two systems at NEHGS: the Library of Congress System [LC] and the “Old” NEHGS System. Below are examples of call numbers from the two systems for two hypothetical books:

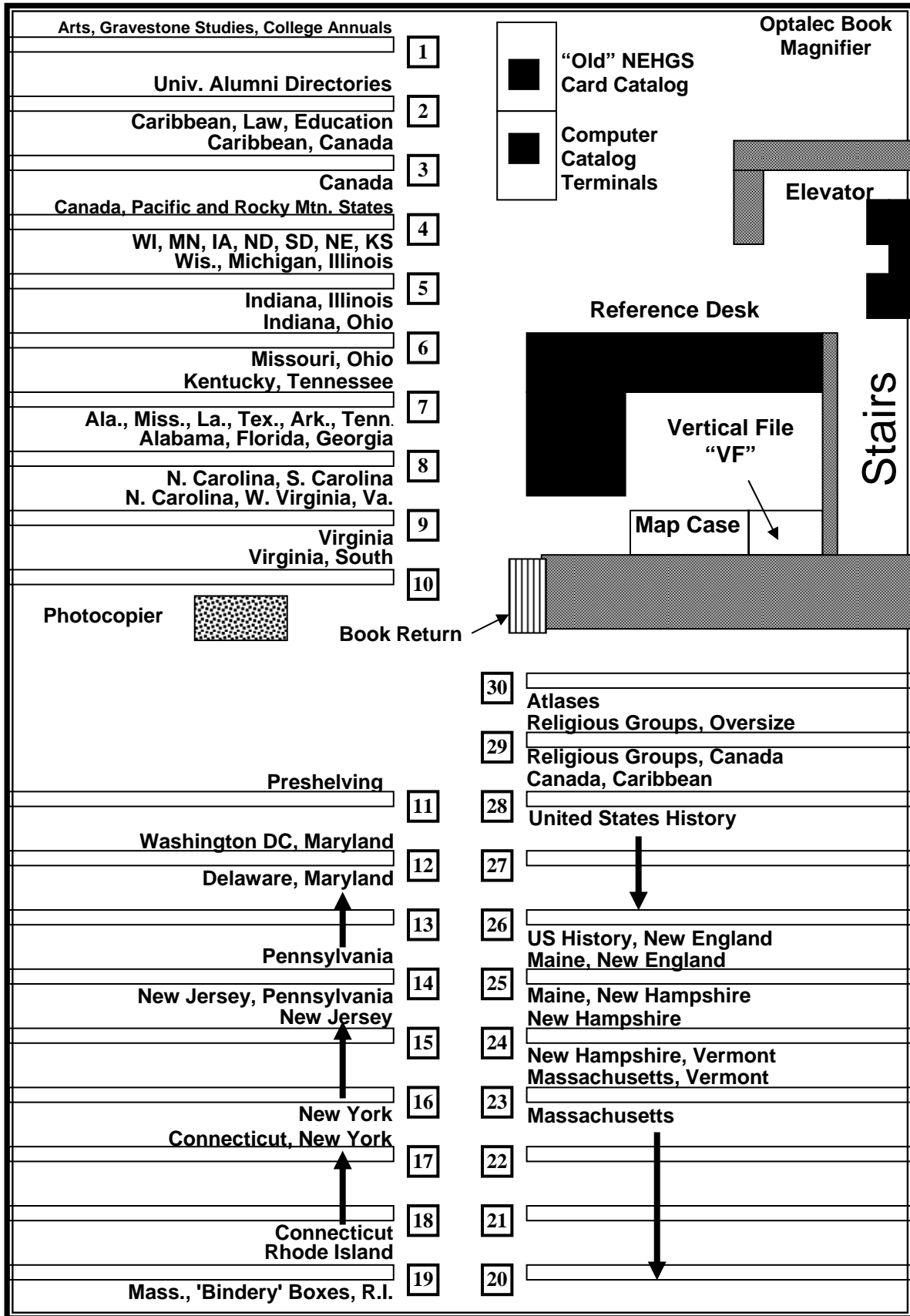
<p>Book 1: <i>The Centennial History of Wilmington, Mass.</i> by E. P. Reynolds (1872)</p> <p>LC # F74 .W83 R499 1872</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"><p>F 74 W83 R499 1872</p></div> <p>Library of Congress [LC]</p>	<p>Book 2: <i>Malden, Mass.: Sketches and Stories,</i> by C. Edward Morton (1930)</p> <p>“Old” # MS MAL 27</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"><p>MS MAL 27</p></div> <p>“Old” Class</p>	<p>Example Book Spine Labels</p> 
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The first letters before and after the call number will tell you where within the library the resource is located. The following guide outlines which stems refer to which parts of NEHGS’s collections [the abbreviation “(LC)” refers to call numbers in the Library of Congress classification]:

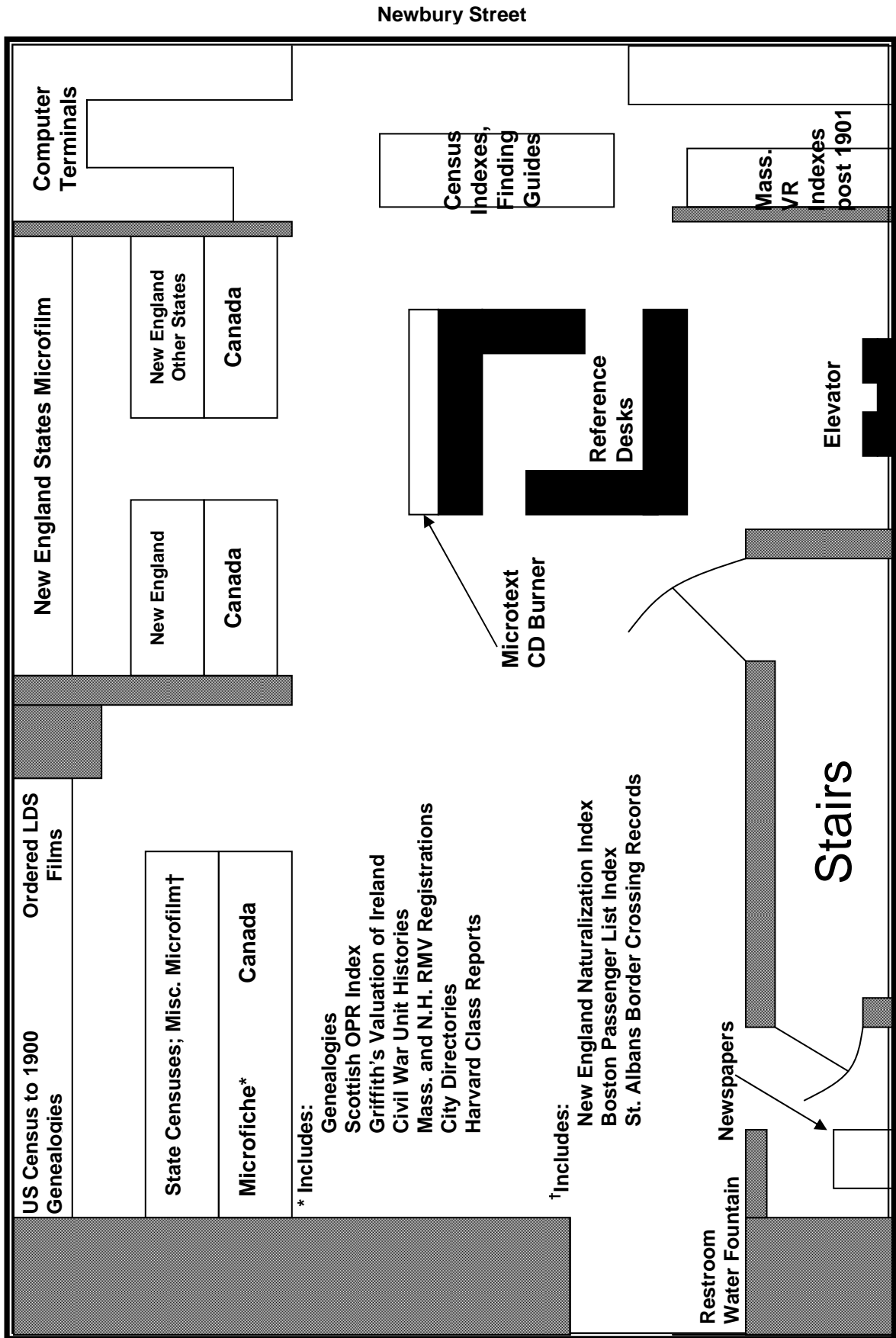
	Meaning	Location
Atlas... (LC)	Atlas	fifth floor
A-AZ (LC)	General Works	fifth floor
B-BX (LC) <i>[see note below]</i>	Religion and Philosophy	fifth floor
*...Bindery	Unbound small books and pamphlets	fifth floor
C-CC, CT (LC)	Archaeology and Biography	fifth floor
CD... (LC)	Archives Collections	first floor (Eastern Hemisphere) and fifth floor (Western Hemisphere)
*...CD	Compact Disk	fourth floor
CR... (LC)	Heraldry	Called at the sixth-floor reference desk
CS 1-71 (LC)	General Genealogy and American Family Genealogies	sixth floor
CS 90 (LC)	Canadian Family Genealogies	sixth floor
CS 400-438; 440-478; 480-498; 500-2195 (LC)	European, Asian, and Pacific Genealogy	first floor
CS 439 (LC)	English Family Genealogies	first floor
CS 479 (LC)	Scottish Family Genealogies	first floor
CS 499 (LC)	Irish Family Genealogies	first floor
CS 599, 629, 699, 739, 829, 846, 859, 1169, 1425, 2009 (LC)	Other European, Asian, and Australian Family Genealogies	first floor
CS 2200-2600 (LC)	American and Ethnic-American Surnames	fifth floor
CT (LC)	General Biography	fifth floor
DA-DU 619 (LC)	European, Asian, and Pacific History	first floor
DU 620, E-F (LC)	U.S. and North American History	fifth floor
G... (old class)	Old Class Genealogy	sixth floor
G... (LC)	Geography	first floor (Eastern Hemisphere) and fifth floor (Western Hemisphere)
H-LD (LC)	Non-Genealogy Subjects	fifth floor
LF (LC)	European Colleges and Schools	first floor
M-X (LC)	Non-Genealogy Subjects	fifth floor
Intl OS... or Intl Oversize...	International Oversize	first floor
Intl R.Rm. ...or Intl REF...	International Reference	first floor
Map...	Map	fifth floor
*... microfiche or *... microfilm	Microfiche or Microfilm	fourth floor
Mss...	Manuscript	Five-A floor
MT... or Microtext...	Microtext Book	fourth floor
OS... or Oversize...	Oversize Book	sixth floor for sixth-floor Call Nos. fifth floor for fifth-floor Call Nos.
OS RB... or Oversize RareBook	Oversize Rare Book	Called at the sixth-floor reference desk
*... Pamphlet Box	Small books and pamphlets	fifth floor
R. Rm. REF... or R.R. REF...	Reading Room Reference Book	sixth floor
RB... or RareBook...	In Rare Book collection	Called at the sixth-floor reference desk
REF...	Reference Book	sixth floor
TP...	Tabular Pedigree Chart	Five-A floor
Typescript	Typed volume in Manuscript Collection	Five-A floor
VF...	Vertical File	fifth floor
Z... (LC)	Library Science and Bibliography	S=sixth-floor reference section

Call numbers BX 9450 which make up publications of the Huguenot Society of London are located on the first floor in the Treat Rotunda.

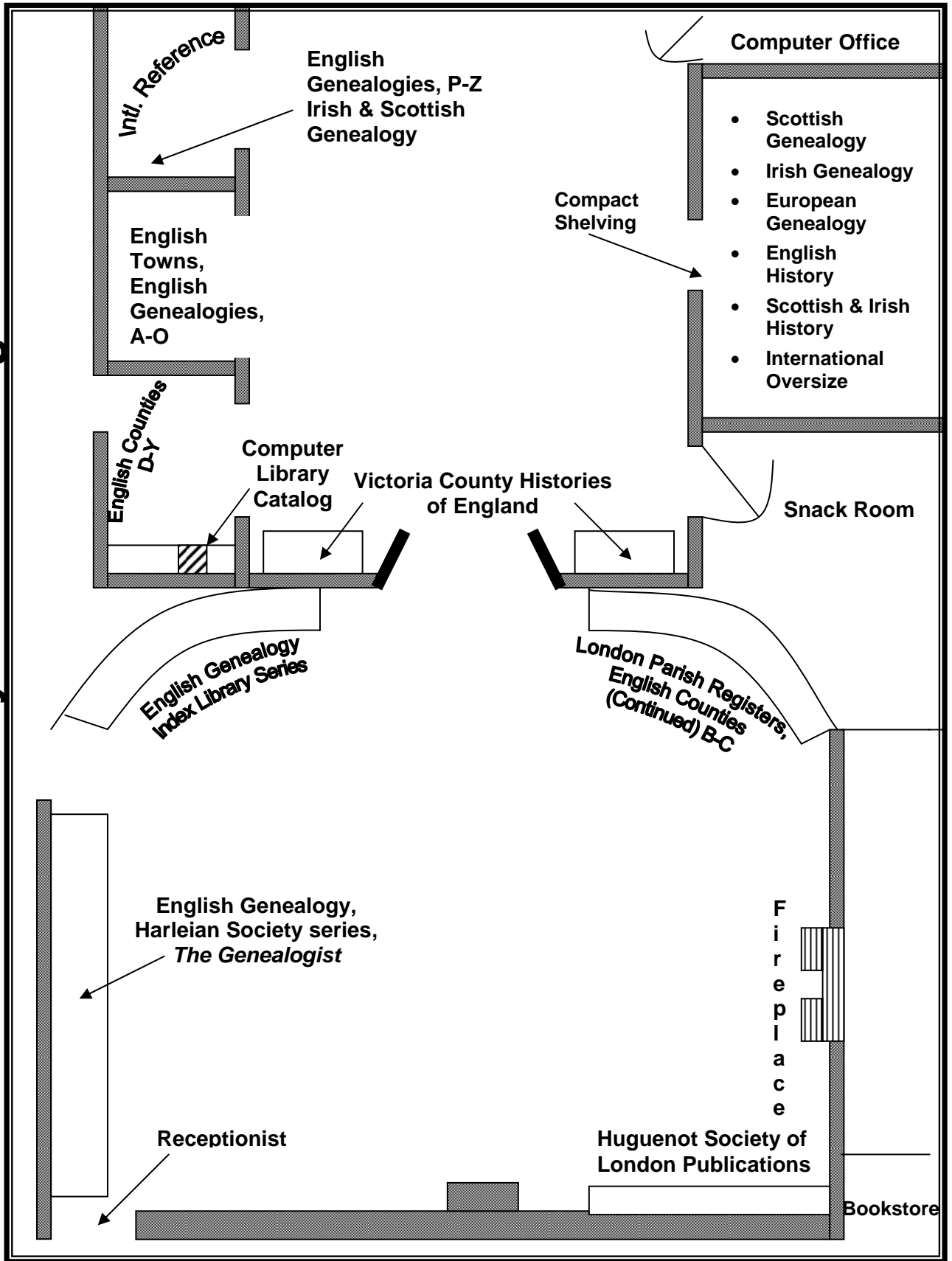
Fifth-Floor Local History Reading Room



Dean C. and Roberta J. Smith Fourth-Floor Technology Room



First-Floor Treat Rotunda and Constance Wadley Fuller Reading Room



Newbury Street