

2009 NGS CONFERENCE
RECOMMENDATIONS for RESEARCHERS

Archives & History / State Library Building
109 East Jones Street, Raleigh, NC

*Welcome to the State Archives and the State Library of North Carolina
and their rich resources for genealogical and historical research!*

Special Conference Hours:	Saturday, May 9	(NO closure at lunchtime)	9:00 am - 5:00 pm
	Sunday, May 10		CLOSED
	Monday* – Wednesday & Friday, May 11-13 & 15		8:00 am – 6:00pm
	Thursday, May 14		8:00 am – 9:00 pm**
	Saturday, May 16	(NO closure at lunchtime)	9:00 am - 5:00 pm

*Special access; Archives normally closed on Monday.

** Corresponds with the Dessert reception at the North Carolina Museum of History, across the Street

The Government and Heritage Library of the **State Library** of North Carolina has genealogical **BOOKS** and **DATABASES** (Mezzanine Floor) in addition to **federal and newspaper MICROFILM collections** (First Floor) of interest to researchers, and its holdings include North Carolina as well as other states.

The North Carolina **State Archives** (Second Floor) is the repository for **original and microfilmed state and county RECORDS for North Carolina.**

The following recommendations will make your research visit more productive:

• **PLAN YOUR RESEARCH**

- **Bring your list** of what you are seeking and resources you plan to use with you **on each visit.**
- **Know the county** in which your North Carolina ancestor resided. See the State Library handout "Tracking an Ancestor Back to North Carolina" (<http://statelibrary.ncdcr.gov/genealogy/index.html>) on its genealogy webpages and the article "People Finders for North Carolina," by Jeffrey L. Haines in *The North Carolina Genealogical Society Journal* 35 (February 2009): 5-14. Be aware of **changes in county development** by using the County Formation chart at <http://statelibrary.ncdcr.gov/genealogy/countyform.html>.
- **Search the State Library of North Carolina online catalog** <http://go.dcr.state.nc.us/> to learn what printed resources they hold. Take advantage of **informational "Resources" and "How-to's"** available on web pages <http://statelibrary.ncdcr.gov/genealogy/index.html>.
- **Search Archives & History's online MARS catalog** <http://www.archives.ncdcr.gov/>. Check out **Archives finding aids and research guides** including **Archives Information Circulars** and *Guide to Research Materials in the North Carolina State Archives: County Records online* at http://www.archives.ncdcr.gov/services_aids.htm

- **TAKE WITH YOU**

- You will need **picture ID** each time that you visit the Archives & History/State Library building.
- **Travel lightly.** Lockers are limited, and the process lengthens your registering time. Leave your briefcase in your room. **Pack clothing with pockets.**
 - **Not allowed** in the **State Library** - briefcases, laptop computer cases, backpacks, tote bags, large purses
 - **Prohibited** in the **State Archives** - briefcases, laptop computer cases, backpacks, tote bags, large purses; ring notebooks; envelopes; plastic sleeve-covered pages; original maps, manuscripts, and other material; books; scanners, pens
- Power sources are limited. **Charge your laptop before you come. Wireless is not available.**
- Use of **digital cameras** is **encouraged.** Safely wear around your neck or put in your pockets.
- **Cash for photocopies: small bills; quarters for microfilm readers in the Archives. Credit but not debit cards in the State Archives; no credit nor debit cards in State Library** (See copy costs below.)

- **WHEN YOU GET HERE**

- You will need **picture ID** each time that you visit the A&H/SLNC building. You are required to **register each visit** with the **security guard** at the **front reception desk as you enter.**
- All researchers will **proceed to the A&H/SL auditorium** immediately **behind the reception desk.**
- **In this Registration Area** you will register for the Archives or the State Library. **Because seating is limited:**
 - **Once the State Archives and/or State Library reaches capacity,** each researcher will be allowed a **two-hour limit per visit** the research areas. **Reservations are not possible.**
 - **When a time slot becomes available,** you will be directed to the research area for which you have registered. **Staff regrets that waits may be inevitable.**
- **Archives staff** will be on hand in the **Registration Area** to recommend North Carolina records that should help you in your research. They will also **assist in filling out call slips** for records to allow you more efficient use of your time in the Search Room.

There will be Express Service for researchers **needing *only* a copy of a will, Confederate pension, or marriage bond.**

- **Library staff** will be present in the **Registration Area** to help you in **searching the online catalog** and **completing call slips for books or microfilm.**
- **Photocopy costs** (See above for payment options.)

- **State Library:** **10 cents** from books and computer print-outs (self-made)
 25 cents for microfilm printouts

Photocopiers in the State Library will be **busy;** please be **courteous to others waiting.** You may be asked to **limit your copy time if long lines form.**

- **Archives:** **10 cents** from original records (staff-made)
 25 cents for microfilm printouts

Please limit what you copy; in extremely busy periods staff may not be able to complete long copy orders.