

# Basic Guide to the GFO Library

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Adjacent to the front desk is the **Rare Book Area** comprised of:

1. A Ready Reference section which contains selected basic reference books focused primarily on U.S. research
2. Oregon Masonic publications, 1854-1998
3. Multnomah County marriage records (License Index 1874-1978, Marriage Records 1855-1924)
4. Oregon Death Certificates 1903-1905
5. DAR abstracts
6. Miscellaneous rare books
7. Lost and Found

Behind the Rare Book Area are **index card files** and a **bookcase** with binders. The content in some of the binders has been indexed and those cards are in the index card files.

1. Member Pedigree Charts: A name card file which is an index to pedigree charts in the blue binders.
2. Early Oregon Settlers Charts Index: A name card file which is an index to family group sheets in the red binders. Charts were submitted by GFO members.
3. Spencer Leonard Collection: Index cards of Civil War veterans from any state who are referenced in Oregon sources such as newspapers and DAR records.
4. World War I Veterans: Index cards with information about WWI veterans who applied for work through the Federal Works Agency and Work Projects Administration. (Surnames A-Ry; S-Z are missing.)
5. Surnames: A card file of names in some of the un-indexed family histories found in the 929.2 section.

**The Book Collection** is comprised largely of donated volumes. Check the **online catalog** (available from any computer or mobile device with internet access) or scan the shelves when you visit the Library. You may be pleasantly surprised at what we have. The books are organized by a modified Dewey system. A general guide follows:

001-199	Research Methodology
200+	Religion and General Subjects: Afro- American, Adoption, General Migration, Legal
355+	Societies: Clubs, Military, Heritage, Lineage, Fraternal
370+	General Subjects: Greek Letter Organizations, Transcription, Sociology, Cemeteries and Death, Family Reunions, Folklore, Encyclopedias, Handwriting, Dictionaries, Surveying, Calendars and Dates, Genetics, Organization, Interviewing, Society Management, Architecture, Photography, Travel, Atlases, Biography, Professional Genealogy
929.2	Family Genealogies, arranged alphabetically by primary surname
929.3	Group Genealogies: catalogs, compendiums, directories, indexes, queries, research directories, names
929.6	Heraldry, Royal Genealogies, Coats of Arms, Flags
930+	Organized by location and within a geographic area, subject: global geographic region, country, local region (state, province, etc.), city or town, and possibly neighborhood. Be sure to check the geographical area guide posted on the pillars/walls. Note: not all regional

categories make sense. For example, under the region (Mountain/U.S.) are Kansas, North Dakota, and South Dakota  
979 General West, Northwest, and Oregon Trail

**Pacific Northwest, Oregon and westward trail, and Northwest Schools Collection** are located on the shelves to the east of the brick pillar.

**Maps:** Separate map sheets are found in a map cabinet south side of the brick pillar.

**Oversized Atlases:** Found in a separate bookcase on the north side of the brick pillar.

**Multi-Purpose Area (north wall) in the back of the library:**

1. Oregon Cemetery records: Two collections, each filed by county, then by cemetery
2. Regional Vertical files: Miscellaneous pamphlets, unbound materials, loose papers, etc., organized by state, then subject
3. Surname Vertical files: Miscellaneous pamphlets, unbound materials, loose papers, etc., organized alphabetically by surname
4. Oversized books filed in call number order
5. NGS, FGS and miscellaneous **audio tapes** of conference presentations. The accompanying lecture outlines for many of them are found on the shelf at 371.3 A425 – 371.3 N547.

**Oregon Phone Books and City Directories** for the Pacific Northwest and other miscellaneous areas are on the north wall.

**CDs** are on the wood bookcase facing the main doors.

**Microfiche** are on the east wall near the reader/scanner.

1. Miscellaneous general and state-related microfiche, arranged by state and then, in some cases, by counties and/or cities
2. *Boston Transcripts*. Genealogy columns from 1896-1941, often referenced in the *American Genealogical-Biographical Index (AGBI)* which can be found on Ancestry.com
3. Library Association of Portland Newspaper index
4. Bureau of Land Management Field Notes and Surveyor Notes
5. BLM Oregon Land Claims (OLC), Township Claims
6. BLM Southwest Washington Surveyor Field Notes

**Microfilm:** Is on the north wall. The cabinet houses Census Soundex films. The remainder of the collection is filed by call number. The include Canadian topics (quite limited) and U.S topics (especially strong in Native American, military subjects, and local county deeds), and a limited collection on U.S. states. The Oregon section includes Donation Land Claims, Portland Death Certificates 1881-1917, Multnomah County records including Deeds and Foreign Voter Registrations, and Clackamas County Deeds.

**Databases available in the library:**

1. On all GFO computers (or on yours via our internet connection) we provide access to **Ancestry.com World Edition**.

2. All GFO computers also have access to **Fold3** (military) and **HistoryGeo.com** (land records).
3. Selected computers provide access to **FindMyPast** (primarily United Kingdom), **Newspapers.com**, and the **American Ancestors (NEHGS)** database.

**Software for review on designated computers:**

1. Legacy 7.5
2. Family Tree Maker 2014

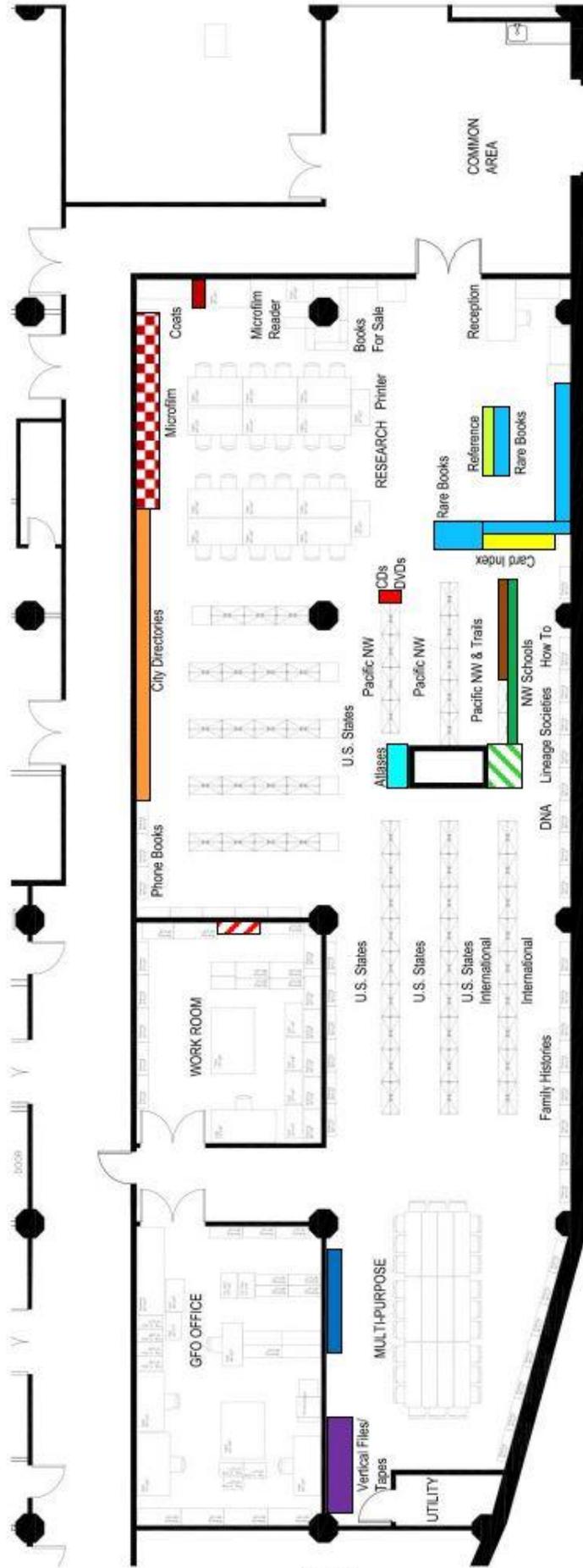
**Library Rules**

1. Check in and out at the reception desk.
2. Use only pencils.
3. No food or drink consumption in the Library; meeting and event exceptions with prior permission from the Board or the Board designee.
4. Speak softly. Take conversations to the Common Area outside library doors.
5. Cell phones on silent; conduct phone conversations in the Common Area.
6. Do not mark Library materials; remove papers and bookmarks.
7. Allow library volunteers to re-shelve books.
8. Use library computers only for genealogy research.
9. GFO is not responsible for lost items.
10. Laptop computers, scanners, and cameras are allowed.

NORTH

WEST

EAST



-  Atlases
-  Audiotapes
-  CDs & DVDs
-  City Directories
-  Early Settler Charts
-  Map Cabinet
-  Member Charts
-  Microfiche
-  Microfilm

-  Northwest Schools (Yearbooks)
-  Office Reserve
-  Oregon Trail
-  Oversized
-  Rare and Rare Oversized
-  Ready Reference
-  Spencer Leonard Collection
-  Telephone Directories
-  Vertical Files