

General Information

1. Can you cross-search any of the HeritageQuest Online modules together?

The six modules are not cross-searchable, but information found in one data set can be verified or elaborated upon using information found in other modules.

2. I understand that state maps are available in HeritageQuest Online. How do I access those?

In the Browse Census page, select the appropriate Census year and State, and notice the link that appears to the right of the State drop-down menu. The map that will open in a separate window will directly correlate to that data and state selected. Please note that some insets or pull-out maps may be found on maps of the state from earlier years, this information will be indicated on the chosen map, at which point you may browse for that year's map of the state.

3. Are transcripts available for any of the handwritten documents in HeritageQuest Online (e.g. pension or bank records)?

The Freedman's Bank Records are the only documents that have been transcribed.

4. I am searching for information about Native Americans in HeritageQuest Online. How do I find such information?

You can find this information in the U.S. Federal Census by using the Advanced Search page > Race > Indian. You may also include a year and state with this search, keeping in mind that information such as Age, Sex, Race, and Birthplace were not part of the U.S. Federal Census questionnaire. Also, search the Serial Set data by tribe name, location, etc.

U.S. Federal Census (1790 – 1930)

1. I am looking for an ancestor in the 1840 census and don't see the years 1830 – 1850 in the Search Census page pull down menu. How can I find them?

The 1830 – 1850 U.S. Federal Census records are able to be browsed using the Browse feature by clicking on the "Browse" link.

2. I know where my family was located in 1890, but I am having trouble locating the census records. Why?

The 1890 U.S. Federal Census records were largely damaged and/or destroyed during a fire at the U.S. Commerce Building in 1921. Fortunately, approximately 6100 names have been salvaged and indexed from the following counties:

- | | |
|---|---|
| <ul style="list-style-type: none">• Perry County, Alabama• Q St., S St., R St. 13th St., 14th St., 15th St., Riggs St., and Johnson Ave., Washington, D.C.• Muscogee County, Georgia• McDonough County, Illinois• Wright County, Minnesota | <ul style="list-style-type: none">• Hudson County, New Jersey• Westchester & Suffolk Counties, New York• Gaston & Cleveland Counties, North Carolina• Hamilton & Clinton Counties, Ohio• Union County, South Dakota• Ellis, Hood, Rusk, Trinity, & Kaufman Counties, Texas |
|---|---|

3. Why is the 1940 U.S. Federal Census not available? When will it be searchable?

Based upon U.S. Federal privacy law, the federal census records are withheld from public viewing for 72 years (the statistical lifespan of the average American), thus the 1940 U.S. Federal Census will be made available in April of 2012. As the time nears for the release of the census records we will evaluate the indexing needs and determine a schedule.

4. The 1930 U.S. Federal Census is listed as “partial”; when will the indexing be complete?

At this time, we are focusing efforts on the digitization of the remaining 20+ reels of the UMI microfilm Genealogy & Local History Books collection, but are aware of our patron’s desire for the 1930 index to be complete.

5. Where can I find the blank census forms?

Blank U.S. Federal Census 1790 – 1930 forms are found in “The Census Book” by W. Thorndale & W. Dollarhide in two ways:

- a. Help Table of Contents > Learn More About the Census > Section 5: Census Forms*
- b. Census tab > Browse > “What you should know about the Census” link > Section 5: Census Forms*

6. What names are captured in HeritageQuest Online Census indexing?

Our indexing captures the "head of household" for each census year. The enumerator would list as “head of household” the person who was responsible for the care of the home and/or family. This person could be the husband, mother with children, person living alone, etc. In more recent census years, the census forms were more extensive and included a listing of everyone residing within the household. A summary of what we capture in our indexing for each census year is listed below.

1790-1840 Every name listed in the census was indexed, because only heads of household were listed.

1850-1860 Heads-of-households, and

- persons residing within the household who had a different surname*
- all individuals living in institutions.*

1870 Heads-of-households, and

- persons residing within the household who had a different surname*
- persons residing within the same household with a different race*
- males residing within the same household over 50 years of age*
- females residing within the same household over 70 years of age*
- all individuals living in institutions.*

1880 An every-name index.

- all heads of household*
- all persons residing within the household*
- all individuals living in institutions*

1890 Most records destroyed in fire. Substitute records were used.

1900-1930 Heads-of-households, and

- persons residing within the household who had a different surname*
- all boarders residing within the household*
- all individuals living in institutions.*

Genealogy & Local History Books

1. How do I find books published in foreign languages in the Books module?

The Books module includes an Advanced Search of the Publications. Select to search the Publications from the Books search page, and choose the Search Publications link from the bottom of the page. This will allow you to search a variety of fields, including Language.

2. Are there any printing restrictions for the books in the Books module?

The books in the Books module are typically out of copyright. However, if a library would like to have copies of several books they should contact us directly for guidance. If a library has questions regarding use and permissions they can review ProQuest's policy here: http://www.proquest.com/en-US/site/terms_conditions.shtml.

3. Am I able to use Boolean and adjacency operators to search for more than one word at a time?

- a. **AND** - Using AND retrieves results that include all the terms you have entered in the search field. For example, WOMEN AND HISTORY retrieves all results containing both words women and history somewhere in the book. WOMEN AND HISTORY AND POLITICS retrieves all results with all three concepts. An AND search is the broadest search you can do.
- b. **AND NOT** - Using AND NOT indicates that you want to retrieve results that include your first entered term but not the second. For example, TAFT AND NOT OHIO will retrieve results that include the word Taft but not the word Ohio anywhere in the book.
- c. **OR** - OR will retrieve results that include either your first entered search term or your second. For example, a search on INDIANA OR OHIO will find results with either state in them.
- d. **EXACT** - Placing EXACT before a search term will match that term exactly. For example, EXACT BOOK will find matches on BOOK only and not BOOKS, BOOKKEEPING, etc. **To match an EXACT phrase, the phrase should be enclosed in double quotes.** All search terms not modified by EXACT or quotation marks will be searched with stemming. (BOOK will match book, books, booked, booker, booking, etc.)
- e. **NEAR** - Used with two terms, NEAR will find all matches of the two terms within 10 words of each other by default. To specify how many words can separate the two terms, include a number preceded by a colon after the NEAR. For example, SHIELDS NEAR:4 JACKSON will find all occurrences of the name Shields that are within four words of the name Jackson.
- f. **FBY** - When you enter two terms, you can specify that your results have the two words in the entered order within 10 words of each other. You can specify how many words can separate the two terms by including a number preceded by a colon after the FBY as in HISTORY FBY:2 INDIANA.
- g. **Truncation** – Use * at the end of a word to find multiple characters following the root word. Use ? to find only one character following the root. Truncation only works in Book and PERSI searching. There are no truncation or wildcard characters in Census searching.

Periodical Source Index (PERSI) Records

1. Is it possible to order the PERSI documents from any other library other than the Allen County Public Library?

Yes. Search your library's catalog to see if you can access the item(s) locally and/or talk with your library staff as it may be able to be found in a nearby library and they may be able to obtain the document(s) thru interlibrary loan.

2. Can I fax or email the PERSI request form to the Allen County Public Library?

No. The Allen County Public Library requests that the forms are not faxed nor emailed, but mailed to their facility for processing at this time.

Revolutionary War Records

1. What names are indexed from the Revolutionary War files?

The names found on the catalog (initial image) card are what have been indexed. This will include the serviceman and the widow or orphan making application for pension or bounty-land warrant.

2. I know that each of the 80,000+ Revolutionary War records are multi-page documents, but on the first image there are several letters followed by numbers that I do not understand. What is the number? What do the letters S., B.L. Rej., W, etc. stand for?

- a. *The number is the Veteran's Administration file number.*
- b. *The letters are as follows:*
 - i. **S#** = Survivor, indicating that the applicant is a surviving serviceman (e.g. S20575 for Richard Wilde).
 - ii. **W#** = Widow; indicating that the applicant is a widow of a serviceman (e.g. W8717 for Elizabeth Shelton).
 - iii. **B.L. Wt.#** = Bounty-land Warrant, followed by numbers for the warrant number, the number of acres granted, and the year (usually the last two digits of the year [55 = 1855]). Occasionally, the rank of the service member is also included. This number is superseded by the S# or W# application number when the (e.g. W1331/BLWT27-60-55 for Henry Tabor).
 - iv. **B.L. Rej. # (or Reg.)** = Bounty-land Register plus the number, indicates that the application was rejected, but the file was maintained. Note that some initial applications were rejected and the service member or their family re-filed at a later time. If this occurred, the original file was included with the re-application, and filed together resulting in a lengthy, but complete document (e.g.).
 - v. **R#** = Rejected pension application files (e.g. R10397 for David Tate).
 - vi. **X#** = Indicating pre-1800 disability-pension applications, often with no official application; accompanied by "Dis. No Papers" in top right corner (e.g. X825 for William Washington).
 - vii. **# only** = The earliest files were assigned numbers only and often are a single page issued by the National Archives (e.g. 3006 for Daniel Cook).

3. What types of documents, other than the application, are typically included in these records?

- a. *Marriage records*
- b. *Property schedules*
- c. *Enlistment, commission, warrant, or furlough records*
- d. *Family records with proof of birthdates, marriages, etc.*
- e. *Interviews or affidavits of the applicant, witnesses*



FAQ: HeritageQuest Online

- f. *Declarations of service from the military (federal, state, local militia, etc.)*

U.S. Congressional Serial Set

1. What is the source of the documents and what are the years of coverage for the U.S. Serial Set documents?

Private Relief Actions, Memorials, and Petitions from the U.S. Congressional Serial Set. The collection also includes content from the American State Papers, the predecessor to the Serial Set. The scope of coverage for the entire collection is 1789 to 1969.

2. What topics are covered by the Serial Set documents?

Documents in this collection cover a wide variety of topics, from request for increase of pension to towns requesting federal funds for disaster (natural or financial), from reports and memorials regarding Native American tribes to petitions of business and industry to increase import duties. Results may include reports from congressional committees, papers ordered printed by Congress, reports of executive departments and independent organizations, reports of special investigations made for Congress, and annual reports of non-governmental organizations.

Freedman's Bank Records

1. There are often several names on the Freedman Bank records, which of those names have been indexed?

The applicant's name has been indexed, and whenever possible (legibility is often a determining factor), a spouse, parents, children, or siblings name is also indexed.

2. What type of information will I find on these records?

The information contained in many of the registers is as follows: account number, name of depositor, date of entry, place born, place brought up, residence, age, complexion, name of employer or occupation, wife or husband, children, father, mother, brothers and sisters, remarks, and signature. The early books sometimes also contain the name of the former master or mistress and the name of the plantation. In many entries not all the requested data are given (e.g., the applicant may not know their date of birth and, therefore, the field may be blank).

Where to find help

Search our Support Center:

<http://www.proquest.com/support>

To access product help and training documentation:

<http://www.proquest.com/go/training>

<http://www.proquest.co.uk/go/training>

By phone

In North America: 800-889-3358

Outside North America: 0880 220 710 (UK only)
+44 1223 271 496 (Outside of UK)