

SURNAME FILES

We accept material on Ohio families for our surname files.

1. Collections should be less than 25 pages (we might consider anything more to be a book)
2. Photocopies should be submitted (original documents will be removed to our OGS Archives)
3. Submitter's name, address, and date should be placed on the front page of the material.
4. All plastic sleeves and binders will be removed before filing.

OBITUARIES

OGS maintains 3 x 5 cards for Ohio obituaries as well as those mounted on 8 1/2 x 11 sheets (larger obituaries). We can provide specific submission instructions if the submitter has a large number of obituaries.

1. Affix obituary to card/sheet with glue stick.
2. Print name of deceased at top of card/sheet.
3. Identify newspaper and issue date on card/sheet.
4. Leave white margin around edges of card/sheet so that it is easier to scan or punch for drawers/notebooks.

BOOKS/MICROFILM/CDs

OGS accepts books, microfilms, and compact discs for the library. Periodicals should be east of the Mississippi River.

1. Check the OGS online catalog to see if the item is needed by the library.
2. Identify donor name/address and any memorial information in a cover letter.

DUPLICATE MATERIALS WILL BE TRADED, SOLD, DISPOSED, OR PLACED IN THE OGS LENDING LIBRARY.

SPECIAL COLLECTIONS : YEARBOOKS & DIRECTORIES

OGS accepts yearbooks from Ohio high schools and colleges. OGS accepts city and county directories from Ohio. OGS accepts church directories from Ohio. Donors should first check the online library catalog for the title. Use the Yearbooks & School Records or Directories filters in Digitized Books under Genealogy Resources on the OGS web site. We will not keep duplicates.

SPECIAL COLLECTIONS: MANUSCRIPTS

OGS does accept Ohio manuscript collections including personal genealogical research files if the submitter does not have family interested in preserving this. Manuscripts might include business ledgers, Civil War diaries, store accounts, personal journals, IDENTIFIED photographs of Ohio people and Ohio buildings, family Bibles, old township and county court ledgers, church records, early letters, and historical accounts. Check the Manuscript Search under Special Collections on the OGS web site to see what type of things are housed in the OGS Archives.

SPECIAL COLLECTIONS: CEMETERIES & CHURCHES

OGS collects transcriptions of Ohio's cemetery tombstones, newspaper articles about cemeteries, and photocopies of burial records. We also maintain files about Ohio churches by county including copies of any church records if available.

SPECIAL COLLECTIONS: MAPS

OGS encourages the donation of maps of all areas that might be used in genealogical research. We already have a good collection of Ohio county road maps.

ELECTRONIC RECORDS

Donors of Ohio databases for our web site and electronic family research files should consult the electronic records donation information under Library Donations. in the Visit the Library section of the OGS website.

INSTRUCTIONS

FOR THE

SUBMISSION

OF ITEMS TO THE

OHIO GENEALOGICAL

SOCIETY LIBRARY



Ohio Genealogical Society

611 State Route 97 W

Mansfield OH 44907-1644

419-886-1903

www.ogs.org

ogs@ogs.org

The Ohio Genealogical Society is registered as a 501(c)(3) charitable organization in the State of Ohio. Any major donations of material should be accompanied by funding to aid in the processing and preservation of your gift.

I agree that all documents submitted, regardless of format, become the property of the Ohio Genealogical Society, and may be reproduced and/or published by the Society in any printed or electronic format.

(Submitter's signature)

(Date)

Name: _____

Address: _____

City/ST/Zip: _____

(List of items submitted with this slip—Example: Ancestor Cards, Bible Records, Family Group Sheets, etc.)

WWW.OGS.ORG

Please refer to the OGS Web Site—Library Donation tab—for detailed information and forms on donating manuscript collections and electronic databases and records.

Deed of Gift (for manuscripts)

Electronic Donation Permission Form

Electronic Data Information Sheet

ANCESTOR CARDS

We would like a card for each ancestor on your 5-generation chart(s), especially those who resided in Ohio.

1. Use 3 x 5 inch cards.
2. Place submitter's name and address in lower right hand corner (no address labels—they dry out and fall off).
3. Cards may be computer-generated, typed, or hand-written, but please print clearly.
4. Put the husband and wife on the same card—just one generation, but children may be listed on the reverse.
5. Every card should contain at least one name, place, and/or date.
6. Provide cross index cards for the spouse.
Example: JONES, Mary—see SMITH, John
7. Replacement cards may be submitted (new information, change of address), or submitters may correct their own cards if visiting the library—but not someone else's work.

ANCESTOR CHARTS

We would like your 8 1/2 x 11 four or five-generation ancestor chart(s), especially for Ohio ancestors. These should correspond with the 3 x 5 cards which serve as an index to said charts.

1. Submitter's name, address, and date should appear on EACH chart.
2. Information provided might include birth date and place, death date and place, marriage date and place, cemetery.
3. Compact computer-generated charts are acceptable.
4. Replacement charts may be submitted at any time.

OGS SELLS BLANK ANCESTOR CHARTS AND FAMILY GROUP SHEETS FOR 5 CENTS EACH OR 6 FOR A QUARTER

FAMILY GROUP SHEETS

An 8 1/2 x 11 group sheet on each Ohio family may also be submitted to the OGS library.

1. The submitter's name, address, and date should appear on EACH chart.
2. Information on the male ancestor is usually recorded first, followed by data for the wife, then a listing of the children in order of birth.
3. We encourage submitters to provide complete birth, death, marriage, cemetery, occupation, military, religion, etc., for each individual listed.
4. We encourage submitters to list references for each fact—on the reverse if there is not enough space on the front of the chart.

OGS FILES ANCESTOR CARDS AND FAMILY GROUP SHEETS BY THE FAMILY SURNAME, BUT FILES ANCESTOR CHARTS BY THE MEMBER'S SURNAME.

FAMILY BIBLE RECORDS

We collect photocopies of family records from Family Bibles, fraktur, and other original manuscript sources.

1. Copy the family information, the title page of the Bible showing a publication date, and any photographs, newspaper clippings, and family ephemera that might be stuck in the Bible.
2. Also submit a transcription of the family record. Usually the submitter is familiar with the spellings and can interpret the writing better than our volunteers.
3. Indicate a location of residence for the family named in the record if known.