

The material in the Puget Sound Genealogical Research Library consists of 8 different kinds of media: books, periodicals, microfilm, microfiche, CDs, cards, papers, maps and atlases. These may be found in 4 areas: the Foyer, the Main Book Room, the Northwest Room, and the Film and Computer Room.

All of the material is divided into sections in the following order: Instruction, Guides, Catalogs, Compendia, Records, History, Other Countries, USA, DAR, Census, Maps, and Periodicals. Some of these have subcategories. For example: Records include church, immigration, bible, military, cemetery, migration, vital statistics (birth, marriage, death, etc.), passenger lists, and land (deeds, grants, etc.). History includes ethnic, family, and general groups. USA is divided into Regions, States, and Washington. Cards are in the card file and papers are in the standing file, known as the "flat file."

Each section is color coded and always follows the same above arrangement pattern, starting with Instruction no matter in which room or in which media it is located. Each item is identified further by a locator number. The color code is found at the base of the item just below its locator number. Thus all materials are located first in their proper room, then in their section according to the proper color code and numerically arranged locator numbers.

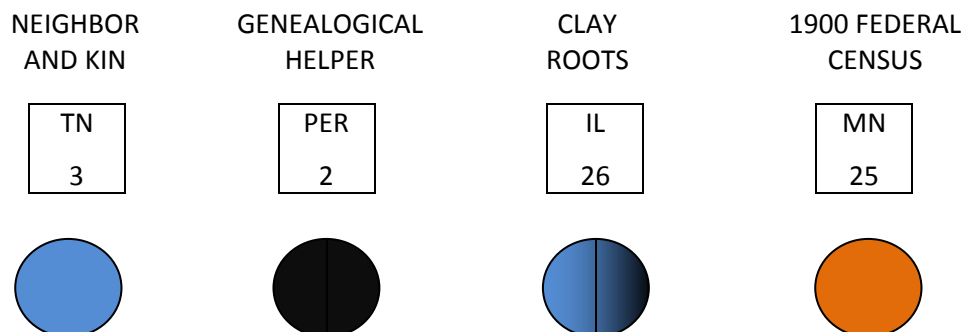
The catalog of materials in the library is divided in three main sections: locators, titles and authors. At the beginning of the catalog is the explanation of the arrangement of the materials, the Locator Key page, and the Color Codes page. The catalog is also available for keyword search on our Web Page.

Examples

The book "Neighbor and Kin" is in the book section. It is coded at the bottom with a blue circle beneath the white label on which is the locator number TN-3. You will find this book shelved in the blue, alphabetically listed US states category, with the Tennessee books, and in numerical order according to the Tennessee locator number.

All general periodicals are coded at the bottom with a black circle. Each of the others is half black and half the color of the category to which it belongs. So the "Genealogical Helper" is coded at the bottom with a black circle and filed to 2 in its numerical order in the section for periodicals. "Clay Roots," a periodical dealing specifically with Illinois, is coded half black because it is a periodical and half blue for its state status and is shelved with the Illinois books in their numerical order.

All of the CDs, microfilm, and microfiche are coded as above with an additional cd, mf, or f marked on the covers. In the case of the 1900 Minnesota census it will be coded with an orange circle and filed to its locator number in the film room.



The Foyer is arranged in the above stated order starting from the right of the entrance to the main book room and filling two book shelves along the back wall. Categories begin with instruction and extend into the records category.

The Main Book Room materials continue with the records category starting from the left of the entrance door and moving around the room through the States, ending at the doorway to the kitchen area through which is the small work room where the files of major periodicals and various US phone books are shelved and available for research.

On the wall between the kitchen door and to right of the entrance for the main room is a small book shelf on which the new books are filed until they are shelved in their categorical space. On the top shelf are found the current or most recently received copies of periodicals from other Genealogical Societies.

The Northwest Room includes books and periodicals of Native American Indian, Alaska, Idaho, Montana, Oregon, and Washington. They are arranged in the prescribed order so that the Washington books end the individual states. Following these is a miscellaneous assortment, which includes the Census Indexes and maps and atlases. Again all are filed in the same order. Phone books from various Washington cities are stored above the Washington books. Assorted rolled maps are stored above the Census materials.

The Washington books end with a special section for Kitsap County only. To separate them from the other Washington books, they have on their base the color code of half Washington green and half white Kitsap County, but they are numbered numerically with the other Washington books.

Along the back of the room and including a low book shelf to the right are cemetery files for Kitsap County cemetery information and work materials. To the right of the entrance are low book shelves containing maps and atlases. Some of these books contain old townships that help in census searches.

In this room are also the following filing cabinets: Immediately to the left of the entrance is one that contains flat file materials for the northwest states. To the right of the book case is one that contains the obits for Kitsap County. Beside it is the file for Kitsap County cemetery information. Between the low book cases to the right of the entrance are the last file cabinets containing flat file material for the United States, Family, and Miscellaneous.

The Film and Computer Room has to the left of its entrance door a microfiche viewer next to two microfilm machines that continue along the back wall. These are followed by a four drawer cabinet that holds Washington State Birth Records and other records in the top drawer. The lower drawers contain specific census rolls for various states filed in alphabetical order.

On the right side of the room are two computers and printers available for web searching as well as CD viewing. CDs are located on the wall shelves. All of the materials in this room are arranged with locator numbers and color codes in the same order as the books in the other rooms.

Computer Use: We ask that anyone who uses the computer sign in the computer login book for that purpose. It may be found at the librarian's desk.

We also have a small collection of fragile and special books and other delicate materials at the librarian's desk. The librarian will make these available on request. Our librarians will also help in researching and using any of our equipment.

Copies: We have a copy machine in the Main Room as well as the computer printers in the Film Room from which to make copies.