



FAMILY HISTORY ACT

HERALDRY & GENEALOGY SOCIETY OF CANBERRA

FHACT at Cook – Electronic Resources (FCER) Local Web Site Guide

2 February 2021

Created by: Howard Viccars Date: 22 October 2019

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FHACT has an internal web site (intranet) for electronic publications, mainly library holdings, but also (in future) FHACT documents and other material.

The site home page, shown below, includes links to:

- A menu with drop down links directly to any page that appears on most pages,
- Links to:
 - The FHACT library catalogue,
 - Electronic resources,
 - Library subscriptions to online genealogy sites,
 - The Internet, and
 - The FHACT public (Internet) web site.
- News and notices.



Welcome to FHACT at Cook

Library Catalogue Electronic Resources Genealogy Subscriptions Internet Access Public Web Sites

Menu with drop down shortcuts

[Library Catalogue](#)

[You can go to the FHACT Library Catalogue](#)

Search the library catalogue. The catalogue includes entries for CD/DVDs and electronic journals.

[Electronic Resources](#)

[You can go to the electronic Resources home page](#)

Our library has a collection of electronic publications that include CDs and electronic journals (serials).

[Genealogy Site Subscriptions](#)

[You can go to the library subscriptions page](#)

HAGSOC Library online subscriptions to Find my Past, Ancestry (library Edition) and Family Search (Affiliate Library).

[Internet access](#)

[You can open a Google search page](#)

Go to Google, or you can just open a new tab in the browser for yourself.

[FHACT public web site](#)

[You can go to the FHACT public web site](#)

The Family History ACT Internet web site is the FHACT public website. It provides the information and resources available for public access.

News and notices

In response to the COVID-19 pandemic HAGSOC are asking all volunteers and other members to be vigilant and to follow the recommended procedures for minimising risk to themselves and others.

Following the further easing of COVID-19 restrictions, and a successful trial, the HAGSOC Library has returned to normal hours. However, if two library assistants are not in attendance the library is required to close.

More details on HAGSOC's COVID Safe Policies can be found in the HAGSOC COVID Library Plan and in the COVID Safe Library Users Guide.

The Education Room has returned to normal use. Bookings can be made as before, however, the number of people in the room is limited to 13.

We will continue to monitor the situation in line with advice from government health organisations. Keep an eye on the website for further information.

Previous announcements are available:

- [HAGSOC COVID Library Safety Plan](#)
- [COVID Safe Library Users Guide](#)
- [Notice 3](#)
- [Notice 2](#)
- [Notice 1](#)

HAGSOC contacts for any questions you may have are:

Rosemary McKenzie, our President
e-mail Rosemary

Cheryl Bollard, our Secretary
e-mail Cheryl

The policy is available [here](#).

About Us

Family history ACT,
PO Box 152, Jamison Centre ACT 2614, Australia.
info@familyhistoryact.org.au.
http://www.familyhistoryact.org.au.

Family history ACT is a business name of
The Heraldry & Genealogy Society of Canberra Inc.,

When you click on **Electronic Resources** on the home page the Electronic Resources page is displayed.

CD Collection

Our library's holdings include about 1400 CDs and DVDs.

The publications on most of the CDs and DVDs are in document formats (DOC, RTF, PDF, HTML, TXT) and most of them may be viewed on any of the library computers. Those that have restrictive licences, or need special Windows software to run, may be viewed on particular computers.

Electronic Journal Collection

HAGSOC receives several genealogical journals and newsletters in electronic formats. Only issues received in electronic form are here. (Journals not received in electronic form are not in the database. Many journals now received in electronic form were formerly paper publications and earlier issues of these will still be found on the shelves.)

Utilities

Only SUBJECTS are currently available in Utilities

Utilities and reference information.

When you click on [Genealogy Site Subscriptions](#) on the home page the information below is displayed.

There are links to the online subscription sites that the library subscribes to.

[Find my Past World Edition](#)

NOTE: Find My Past can only be used by ONE user at a time.

Find My Past is a family history and genealogy website. The HAGSOC Library subscribes to the World Edition, which includes the United Kingdom, Australia, New Zealand, Ireland, United States and Canada collections. Users may select the collection they wish to search from the Search box on the Find my Past homepage. Popular records contained in the collections include birth, marriage and death records; census records; British newspapers; parish baptisms, marriages and burials; military records, and passenger lists of ships leaving the UK. A key collection is that of the British in India, produced in partnership with the British Library that includes the records of the British India Office and the East India company. It also provides access to the 1939 Register.

[Ancestry \(Library Edition\)](#)

This genealogy research website allows researchers to look for the records of their family in, amongst others, censuses and electoral rolls; birth, death and marriage records; immigration records; military records; directories and almanacs. Records come from across the world including the UK, USA, Canada and Australia and are being added to continuously.

[Family Search \(Affiliate Library\)](#)

HAGSOC is an affiliate library with FamilySearch, historically known as the Genealogical Society of Utah, which provides access to millions of historical records. At the HAGSOC library you can access additional material only available at affiliate libraries. Go to the site and Sign In with your personal account or click on Create Account to create a free account if you don't already have one.

If you click on **CD Collection** on the Electronic Resources Page the following information is displayed.

Click here to display the advanced CD search page.

cd collection - simple search

Search by CD Number [Advanced Search](#)

If you know the CD number enter it here. Other search groups are ignored if a number is used.

To browse all CDs by CD number just click the 'Search' button with no other input.

CD Number	<input type="text"/>
	Use comma as separator
Records to show	<input type="text" value="20"/>
	Search

Search by Call Number

You can browse by the locality in the library call number. Keyword search can also be used to search for a location.

To browse all CDs by call number just click the 'Search' button with no other input.

Locality	<input type="text" value="ALL"/>	Browse by locality from call number code
Full Call Number	<input type="text"/>	
	Enter exact call numbers (without CD number), with comma as separator	
Records to show	<input type="text" value="20"/>	
	Search	

If you know the exact library call number enter it here. Other search groups are ignored if this is used.

Keyword Search

Description and subject can include more locations than the single call number locality code.

Description or Title	<input type="text"/>	
	Use comma as separator	You can search title and subject for keywords. Subject keywords can include more location information than the call number locality.
Subject	<input type="text"/>	
	Use comma as separator	
Records to show	<input type="text" value="20"/>	
	Search	

Notes:

1. Search by CD number if you can. If not, subject or title work well
2. Some users prefer to browse as if browsing the shelves. Use Search by Call Number, Locality to do that.

3. You can browse the entire collection by selecting Go without entering any search terms. From Search by CD Number the list will be in CD Number order. From Search by Call Number and keyword Search the list will be in Call Number order.
4. You can enter a comma separated list of terms for CD Number, Call Number, Description or Title and Subject.
5. Searching by CD Number
 - a. You can enter a full or partial CD number to search by CD number. For a partial number it will return every CD that includes the partial number anywhere in the CD number.
 - b. You can enter a string of values separated by commas. The search will search for each entry as above and return all the CDs found for all of them (logical OR).
 - c. If you select Search under the Search by CD Number, other search groups are ignored.
6. Searching by Call Number
 - a. Locality
 - i. You can select a locality from a drop-down list. The locality is taken from the call number. This allows you to browse as if you were browsing the shelves.
 - b. Call Number
 - i. You can enter a full call number to search by call number.
 - ii. You can enter a string of call numbers separated by commas. The search return all the CDs found for all of them (logical OR).
 - c. If you select Search under the Search by Call Number, other search groups are ignored.
7. Keyword Search
 - a. Description or Title
 - i. You can enter a full or partial term to search by Description or Title. A partial term search will return every CD that includes the partial term anywhere in the Subject or Title. (Hint: To search for singular and plural words, leave off the final s.)
 - ii. You can enter a string of values separated by commas. The search will search for each entry as above and return the CDs that include any of the terms entered (logical OR).
 - iii. If you search by Subject as well as Description or Title, you return all the CDs found by both searches (logical OR). This is likely to return a lot of CDs.
 - b. Subject
 - i. Subject values are taken from the library catalogue. This is a controlled list of values that includes place names relevant to the publication. (There is a utility that displays the full list of subjects.)
 - ii. You can enter a full or partial term to search by Subject. The search first finds all the subjects that match the search term. (The results page lists the Subjects found.) The search then finds all the CDs that have any of the subjects found (logical OR). Searching for a partial subject can return a lot of CDs.
 - iii. You can enter a string of values separated by commas. The search will search for each entry as above and return all the CDs that include any the Subjects found for ALL the terms (logical OR). This can also return a lot of CDs.
 - iv. If you search by Subject as well as Description or Title, you will return all the CDs found by both searches (logical OR). This is likely to return a lot of CDs.
 - c. If you select Search under Search by Keyword, other search groups are ignored.

8. Advanced Search
 - a. The advanced CD search page extends the flexibility of the search options on the Simple Search page.
 - b. Search by CD number and call number allow you to select the sort order for the results.
 - c. Subject and Description or Title search provides options for the type of search. This can be useful to search for an exact subject match where the same keyword occurs in multiple subjects.
9. Other Input Fields
 - a. All search blocks include an option to select the number of results displayed on each page.

The CD search results page lists the CD that met the search criteria. This is an example of a search for “bundaberg” in the subject field.

cd collection search results

Subjects values searched: bundaberg } **The subjects used for the search.**

Subjects found: Bundaberg QLD

Displaying records from 1 to 2 of 2.

« < 1 > » [New Search](#) | [Update Search](#)

CD Number	Description or Title	Call Number	Availability
CD0520	Bundaberg Rates Index 1881-1932: owners & occupiers	AQ5/35	
CD0061	Queensland : A history of schooling in the Bundaberg District	AQ8/45	

Displaying records from 1 to 2 of 2.

« < 1 > » [New Search](#) | [Update Search](#)

Details of the CD's returned from your search, including the title and call number

Selecting a CD Number from this list opens a new tab or window (depending on the PC configuration).

Notes:

1. Selecting a CD Number can produce a variety of results.
2. Most commonly the CD contents will open.
3. In some cases, a Table of Contents will be returned. These are created by FFACT for CDs that aren't structured for convenient access through a single-entry point (link).
4. Occasionally a CD needs special handling, or is not yet available, in which case an appropriate notice is displayed.
5. If the CD is not available or has some limitations, there will be a value in the Availability column. Clicking on the Availability value, or the CD Number will display more information.

This is an example where FHACT has created a Table of Contents for a CD.

The original CD contains multiple documents but does not include a front page, so one has been created for the FHACT library.

CD0520: Bundaberg Rates Index 1881-1932: owners & occupiers

This is a Table of Contents for the CD which has been generated by the HAGSOC Computer Team to enable easier user access. It is not part of the original publication.

[Introduction](#)

[Read Me](#)

Owners

[1881-1885](#)

[1890-1893](#)

[1895-1899](#)

[1901-1909](#)

[1911-1918](#)

[1921-1925](#)

[1927-1929](#)

[1930-1932](#)

Occupiers

[1881-1885](#)

[1890-1893](#)

[1895-1899](#)

[1901-1909](#)

[1911-1918](#)

[1921-1925](#)

[1927-1929](#)

[1930-1932](#)

In this case, because of the format of the original CD, FHACT has created a Table of Contents to make it possible for members to select the information they need to reference.

Simply click on the entry you require to view, and it will be displayed for you.

Call Number	AQ5/35
Subjects	Rates, Indexes, Bundaberg QLD, Queensland AUS

Example of a CD Number search using a partial CD Number.

You can search for a CD using a partial CD Number

cd collection - simple search

Search by CD Number Enter a partial number as shown below [Advanced Search](#)

To browse all CDs by CD number just click the 'Search' button with no other input.

CD Number	<input type="text" value="148"/>
	Use comma as separator
Records to show	<input type="text" value="20"/>
	<input type="button" value="Search"/>

The following shows the result of searching for a partial number. All CD's which include 148 anywhere in the number are displayed.

cd collection search results

Displaying records from 1 to 12 of 12.

« < 1 > » [New Search](#) | [Update Search](#)

CD Number	Description or Title	Call Number	Availability
CD0148	Royal Marine Barracks, Chatham 1841-1901 census data	NKe5/20	
CD1148	Kent Family History Society : Parish Registers : vol 15	NKe5/12	
CD1480	Tynemouth parish records, Northumberland, Vol. 2, 1703-1734	NNoh5/12	
CD1481	Lesbury parish records, Northumberland	NNoh5/12	
CD1482	Eglington parish records, Northumberland	NNoh5/12	
CD1483	Berwick-upon-Tweed, Northumberland, 1574-1700	NNoh5/12	
CD1484	Beadnell parish records, Northumberland, 1766-1812	NNoh5/12	
CD1485	Cambridgeshire Nonconformists Churches Compilation 7	NCa5/10	
CD1486	Bassingbourn, Gamlingay, Royston and South West Cambridgeshire Nonconformists	NCa5/10	
CD1487	Wisbech, Whittlesey and North Cambridgeshire Nonconformists	NCa5/10	
CD1488	Marriage licences for Cambridgeshire & the Isle of Ely 1456-1840	NCa5/10	
CD1489	The Cambridgeshire Union Workhouses Inmates Registers	NCa5/67	

Displaying records from 1 to 12 of 12.

« < 1 > » [New Search](#) | [Update Search](#)

The Call Number and Availability are also displayed

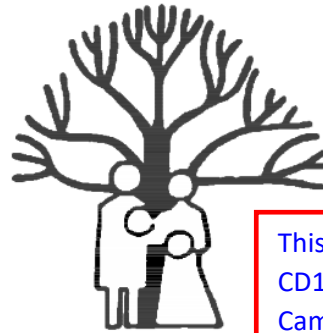
If you select CD1487 the front page of the CD content is displayed

CD1487 was selected.

This page is opened in a new tab or window. When finished it is important to close the tab or window.

Cambridgeshire Family History Society

Wisbech, Whittlesey & North Cambridgeshire Non Conformists



This page is the front page of the CD1487 as created by the Cambridgeshire Family History Society. To explore the CD contents, click on the headings below

About Cambridgeshire Family History Society

Introduction

Documents

Records included in this Index

Surname Index

Example 1: This needs a CD to be loaded to access the information.

CD0230: *Bounty Immigration to NSW 1828 to 1842*

CD Needs to be loaded

You must retrieve the requested CD and put it into the CD drive before the contents can be viewed. The CDs are located in the Overseas Room.

Select continue to proceed to the CD cover page.

Continue

You can continue to the CD cover page without loading the disk, but you won't be able to view the contents until the disk is loaded.

Please close this tab if you don't want to continue.

Example 2: This CD cannot be used on this system yet and must be accessed from a computer in the Overseas Room.

CD0281: *Early Australian electoral rolls: New South Wales 1903, Tasmania 1903, Western Australia 1901 Volume 1 Update TO CD0201*

This CD has not been migrated to this CD collection yet.

It is still available for viewing in the Overseas Room.

This CD cannot be viewed on this computer.

CD0281: can only be used on the following computers

RESEARCH COMPUTER1

RESEARCH COMPUTER2

RESEARCH COMPUTER3

RESEARCH COMPUTER4

Please close this tab.

Example 3: This CD cannot be opened directly from the website and is only available on the listed PC. Go to that PC and follow the instructions below to open the CD.

CD0159: Queensland School Pupils Index

This CD cannot be viewed on this computer.

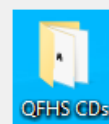
CD0159: can only be used on the following computers

HAGSOC PC3

This is a Table of Contents for the CD which has been generated by the HAGSOC Computer Team to enable easier user access. It is not part of the original publication.

INSTRUCTIONS

To access this CD look for a folder (icon) on the desktop labeled "QFHS CDs":



Double click on this icon to open a window with shortcuts to the QFHS Datasearch CDs.



Find the shortcut file for the CD number you want, eg for CD1471:

Double click that file to open the selected QFHS Datasearch CD.

Call Number	AQ5/98
Subjects	Queensland AUS, Schools

This is an example of a class of CD publications that cannot be opened in a browser but requires an application on the desktop.

If you click on **Electronic Journal Collection** on the Electronic Resources page the following page is displayed.

Electronic Journals have a similar search set up to CD's

This is an example of an ejournal search using a partial organisation name.

electronic journal collection

Search ejournals

To browse all ejournals just click the 'Search' button with no other input.

Locality	ALL	Locality is from Call Number
Call Number		
Organisation	contains	canberra
Title	contains	
Sort by	Organisation	
Records to show	20	
Search		

The first search option is like the CD/DVD search form but is simpler and does not support searching by Subject.

Recent additions - search by date

To browse all recent issues just click the 'Search' button with no other input.

First date	28 / 07 / 2019	Last date	28 / 10 / 2019
Search by	Received Date	Sort by	Received Date
Sort direction	Reverse	Records to show	20
Search			

The second search option allows you to search for issues that were received or published in a specific date range. This second option is most useful for finding recently received or published issues of all journals. The default setting is last 3 months

Notes:

1. The Electronic Journals on the system are **only those received by FFACT in electronic form** from the various genealogical groups that we subscribe to. **Other journals and earlier paper issues still have to be accessed from the Library shelves.**

The search for Canberra returns all ejournals with Canberra in the organisation name

electronic journal collection search results

Displaying records from 1 to 3 of 3.

« < 1 > » [New Search](#) | [Update Search](#)

Call Number	Title	Organisation
AA9/64/01	Canberra History News	Canberra & District History Society
AA9/60/01	The Ancestral Searcher	Heraldry & Genealogy Society of Canberra
AA9/60/02	Newsletter : The Heraldry & Genealogy Society of Canberra	Heraldry & Genealogy Society of Canberra

Displaying records from 1 to 3 of 3.

« < 1 > » [New Search](#) | [Update Search](#)

Select a call number to open the list of issues available

The Call Number for Canberra History News was selected.

electronic journal issue search results

Canberra & District History Society

Canberra History News

Order by Sort direction

Displaying records from 1 to 16 of 16.

« < 1 > »

Issue	Publication Date	Received Date
Issue 472	Sep 2019	01 Aug 2019
Issue 471	Jun 2019	01 Jun 2019
Issue 470	Mar 2019	01 Mar 2019
Issue 469	Dec 2018	01 Dec 2018
Issue 467	Jun 2018	00 Jun 2018
Issue 466	Mar 2018	00 Mar 2018
Issue 465	Dec 2017	00 Dec 2017
Issue 464	Sep 2017	00 Sep 2017
Issue 463	Jun 2017	00 Jun 2017
Issue 462	Mar 2017	00 Mar 2017
Issue 461	Dec 2016	00 Dec 2016
Issue 460	Sep 2016	00 Sep 2016
Issue 459	Jun 2016	00 Jun 2016
Issue 458	Mar 2016	00 Mar 2016
Issue 457	Dec 2015	00 Dec 2015
Issue 456	Oct 2015	00 Oct 2015

Displaying records from 1 to 16 of 16.

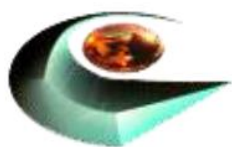
« < 1 > »

This page is opened in a new tab or window. When finished it is important to close the tab or window.

Selecting an issue from the list will open the issue for reading. Select Issue 459 and it is then displayed

Issue 459 was selected.

**This page is opened in
a new tab or window.
When finished it is
important to close the
tab or window.**



Canberra & District Historical Society Inc.

Founded 10 December 1953

PO Box 315, Curtin ACT 2605

ISSN 1839-4612

Edition No. 459

June 2016

Canberra History News



How to search for a journal over a date range.

electronic journal collection

Search ejournals

To browse all ejournals just click the 'Search' button with no other input.

Locality	ALL	Locality is from Call Number
Call Number	<input type="text"/>	
Organisation	contains	<input type="text"/>
Title	contains	<input type="text"/>
Sort by	Organisation	
Records to show	20	
	<input type="button" value="Search"/>	

Recent additions - search by date

To browse all recent issues just click the 'Search' button with no other input.

First date	01 / 04 / 2019	Last date	30 / 04 / 2019
Search by	Received Date	Sort by	Received Date
Sort direction	Reverse	Records to show	20
	<input type="button" value="Search"/>		

Enter the date range FHACT received issues.

Enter the order to display the issues. The default is when they were received.

Enter the option to search the issues by. The default is when they were received.

Results for a search by a date range are shown below.

This page is opened in a new tab or window. When finished it is important to close the tab or window.

electronic journal recent issues

Choose new search criteria and then click 'Search'.

First date Last date Search by

Sort by Sort direction Records to show

Displaying records from 1 to 17 of 17.

<< < 1 > >>

You can search again without leaving this page.

Issue	Organisation	Title	Publication Date	Received Date
Volume 27 Number 2	Barnsley Family History Society	Domus Historiae	Apr 2019	01 Apr 2019
Volume 33 Number 3	Bega Valley Genealogical Society	Valley Genealogist	Oct 2018	01 Apr 2019
Number 515	Berrima District Historical and Family History Society	Berrima District Historical and Family History Society Newsletter	Apr 2019	01 Apr 2019
Number 166	Calderdale Family History Society	The Scrivener	Mar 2019	01 Apr 2019
Number 190	Descendants of Convicts' Group Victoria Inc.	The Mail	May 2019	01 Apr 2019
Journal 44	East Ayrshire Family History Society	The Bulletin	Apr 2019	01 Apr 2019
Issue 98	East Gippsland Family History Group	The Black Sheep	Mar 2019	01 Apr 2019
Volume 32 No 3	Huddersfield & District Family History Society	Huddersfield & District Family History Society Journal	Apr 2019	01 Apr 2019
Volume 37 Number 4	Ku-ring-gai Historical Society	Monthly Newsletter	May 2019	01 Apr 2019
Volume 16 No 1	Nottinghamshire Family History Society	Nottinghamshire FHS Journal	Jan 2019	01 Apr 2019
Number 55	Ryedale Family History Group	Ryedale Roots	Apr 2019	01 Apr 2019
Volume 50 Number 1	Saskatchewan Genealogical Society	Saskatchewan GS Bulletin	Apr 2019	01 Apr 2019
Issue 119	Shoalhaven Family History Society	Time Traveller	Apr 2019	01 Apr 2019
Number 137	Swan Hill Genealogy & History Society	Mallee Roots	May 2019	01 Apr 2019
Number 170	Wodonga Family History Society	Borderline News	May 2019	01 Apr 2019
Volume 4 Issue 31	Yass & District History Society	Yandoo	Apr 2019	01 Apr 2019
Volume 45 Number 1	Yorkshire Archaeological and Historical Society Family History Section	Yorkshire Family Historian	Mar 2019	01 Apr 2019

Displaying records from 1 to 17 of 17.

<< < 1 > >>

How to Browse Library Catalogue Subjects

Select the Utilities link from any page. List subjects is the only option on the utilities page.

List Subjects

List the library subjects.

Only SUBJECTS are currently available in Utilities

library subjects

Sort direction

Displaying records from 1 to 60 of 3006.

« < 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 > »

There are almost 3,000 subjects in the electronic library. You can browse the subject list and then use a subject in your search to see if there is a CD that has information on a particular subject

Subject	Subject	Subject
1821 census	1828 census	1831 census
1841 census	1851 census	1861 census
1871 census	1881 census	1891 census
1901 census	Aaron Creek SA	Abbots Leigh SOM
Abbotsham DEV	Abbotskerswell DEV	Abbotsley HUN
Abercanaid GLA	Aberdare GLA	Aberdare NSW
Aberdeenshire SCT	Aborigines	Abram LAN
Abson GLS	Acaster Selby YKS	Accidents
Acle NFK	Acton MDX	Addlethorpe LIN
Adelaide SA	Adelong NSW	Advent CON
Adventure Bay TAS	Agriculture	Ainsworth LAN
Aisthorpe LIN	Aker SOM	Albourne SSX
Albury NSW	Alby with Thwaite NFK	Aldbrough NFK
Aldbury HRT	Aldermaston BRK	Alderton WIL
Aldine NSW	Aldington KEN	Aldrington SSX
Alford LIN	Algarkirk LIN	Allestree DBY
Allexton LEI	Alma Park NSW	Almanacs
Almanden QLD	Almondsbury GLS	Alannah TAS
Alphington DEV	Alston LAN	Alverdiscott DEV
Alverston GLS	Alveston GLS	Alvingham LIN

Displaying records from 1 to 60 of 3006.

« < 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 > »