

## The First 10 Steps in Family History Research

- (1) Dig out as many relevant **documents** as possible, especially birth, marriage and death certificates.
- (2) Find your **old family photos**. These might jog a few memories and may have dates and names written on the back.
- (3) Make a **family tree**. Start with yourself and include brothers, sisters, parents, cousins, aunts and uncles, grandparents and so on – as far back as you can remember.
- (4) Show your tree to **relatives**. Can they fill in any gaps?
- (5) While you're at it, ask them if you can make **copies** of any certificates and other documents they may have.
- (6) Borrow or buy a **book** on family history. You'll always have something to refer to when you get stuck.
- (7) **Get online!** There's lots of useful stuff on the Web, so make sure your computer skills are up to it. Your library can help with this.
- (8) Write down your **surname**. Beneath it, write as many spelling variations as you can. Spell it phonetically. You'll need to try all of these different spellings on websites.
- (9) Pick which **branch** of the family you're going to start with – father or mother – and stick with it so as not to get confused.
- (10) **Be specific** when asking people for help. Keep your tree handy and your questions to the point, or they'll lose the plot!

### Visit or Contact Us...

*Send us an email if you'd like to receive our quarterly newsletter.*

**Address:** Local and Family History, 2nd Floor, Leeds Central Library, Calverley Street, Leeds, LS1 3AB.

**Tel:** 0113 378 6982. **Email:** localandfamilyhistory@leeds.gov.uk

**Web:** [www.leeds.gov.uk/localandfamilyhistory](http://www.leeds.gov.uk/localandfamilyhistory)

**Blog:** [secretlibraryleeds.net](http://secretlibraryleeds.net)

For more information call 0113 3785005  
or visit [www.leeds.gov.uk/libraries](http://www.leeds.gov.uk/libraries)

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 Leeds Library and  
Information Service  
*The world at your fingertips*

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CITY COUNCIL



## Local and Family History at Leeds Central Library

Want to trace your family tree?

Or find out more about where you live?

The Local and Family History  
Library can help...

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Information Service  
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## What can we help you with?

Our resources are mainly geared towards finding things out about the local area in the past, including:

**People...** Information about a person might include where they were born, married, or died; whereabouts they lived; where they were buried; what job they did; whether or not they left a will, and so on.

**Places...** This might be a building or street in Leeds that's been demolished – so we could try to help you find out where it was and what it looked like (or at least how someone remembers it).

**Events...** Find out about something that *happened*, such as a crime, court case or accident. It might have taken place in Leeds, or – if it was larger – you might want to know how it affected the city.

## Regular workshops and events

Ask staff for upcoming dates or email us to join our mailing list.

- **Family History for Beginners:** For those who simply want to get started, we run this free one-off workshop regularly.
- **Family History Drop-In:** Free monthly advice sessions.
- **Lunchtime Talks:** Free lectures every month between Mar-Oct.
- **Sessions for Schools:** Based in the library; email for details.

## We can research it for you...

If you can't get to the library, we can do up to two hours of research for you. We charge **£5.25 per 30 minutes** if you live in Leeds, rising to £10.50 for customers outside Leeds. Write or email your request to the contact details overleaf. Prices correct at time of printing.

### Other research fees

**Microprints:** £1.00 per page (from reading machines).

**Print-outs and photocopies:** 25p per A4 page; 50p per A3 page.

**Postage and packing:** £3.00 flat rate within the UK.

**Digital documents:** £2.00 per image (inc. scanned images, PDFs from microfilm, prints from electronic resources, e.g. Ancestry, etc).

**Books** – Over 50,000 items about different aspects of the city and region.

**Church records** – Parish registers detailing baptisms, marriages and burials around Leeds and parts of Yorkshire.

**Local newspapers** – Dating back to the 18th century and packed with interesting articles.

**Maps** – Over 2000 historical and OS maps, covering everything from geology and shops, to electoral wards.

**Magazines** – Local periodicals including *The Dalesman*, *Yorkshire Life* and *Family Tree*.

**Trade directories** – Names and addresses of people and businesses since 1784.

**Leeds theatre archive** – Playbills, programmes and a growing database of theatre folk.

## What collections do we have?

### Getting online –

Help finding and using the best websites, plus **free** access to Ancestry.com.

**Birth, marriage and death indexes** – For the whole of England and Wales since 1837.

**Photographs** – Old and new, also available on our website **www.leodis.net**

**Electoral registers** – Voting lists from the present day back to 1832.

**Monumental inscriptions** – Information transcribed from gravestones across Yorkshire.

## Our opening times...

**Monday**, 9am-7pm

**Tuesday**, 9am-7pm

**Wednesday**, 9am-7pm

**Thursday**, 9am-6pm

**Friday**, 9am-5pm

**Saturday**, 10am-5pm

**Sunday**, 11am-3pm

## The Secret Library

*The Secret Library* is our weekly heritage blog, featuring insights into the history and architecture of the Central Library building, plus highlights from our special collections (including rare books hiding in the stacks). We also provide regular updates about upcoming history-related events, and report back on any you may have missed.

Join us at: **secretlibraryleeds.net**