To begin, visit YPRL’s elibrary page: www.yprl.vic.gov.au/elibrary - and under ‘Family History’ click on ‘Ancestry Library Edition’. Click on this to take you to the sign in portal.

To access this resource, make sure you have internet or a wifi connection.

A library membership is essential to be able to access this content.

To get a digital membership, please go to: https://www.yprl.vic.gov.au/join-yprl/

### Ancestry Library Edition

**Specialises In:**

- Records focus largely on the USA, Mexico, the UK, Australia and New Zealand Germany, Denmark, Canada, Sweden and many more countries from around the world.

- Collections include census and voter lists, birth, marriage and death records, military, immigration and travel, newspapers, school and church records, convict and criminal records, wills, family trees and more dating as early as the 1600’s.

- Some of the Australian records and content that can be accessed include:
  - Electoral Rolls
  - City Directories
  - Australian Birth Marriage and Death indexes
  - Passenger Lists
  - Obituary Index
  - Wills and probates
  - Australian Convict Index
  - Queensland & South Australia Government Gazettes
  - Parish Registers
  - World War 11 military service records
  - Victoria, South Australia and Tasmania Police Gazettes
  - Cemetery Indexes
2. This will bring you to a login screen where you must enter your library card number and PIN to confirm that you are a YPRL member.

3. You now have access to search in the Ancestry Library Edition. Look for the Yarra Plenty Regional Library welcome banner on the top right-hand side.

There are several features you can access as a way into the records. These include quick links from the home page including searching census, vital records (birth, marriage and death records), military and immigration records.

On the Home page you will also find a short video stepping you through how to send your documents home from the Library. You have 3 options when you are in the Library or at home to save your research: printing, saving to a USB stick or emailing the documents to yourself.
Beginning Your Search:

When searching in Ancestry Library Edition, there are a few options for beginning your search.

YPRL’s Family History Librarian uses and recommends clicking on the search or new collections tab on the top of the page which will take you to the card catalogue where you can browse or search the various record collections available. You can choose to search within a particular collection.

Other ways to search are via All Categories, where you can Explore by Location, using the Special Collections to begin your search or search using the general search bar tool. A tip for using this tool is to click ‘show more options’ which provides more options to focus your search better.

In typing your individuals’ information, you have the option to check “exact” (spelling). If you do not check this box, your results will include spellings that sounds like or are similar to your search term. These are phonetic and similar common algorithm variations to help with your research.
By using the Explore by Location tool, you can click on any continent of the world, zoom into the countries to find the collection locations. You can click and drag the map to expand. These collections are shown on the map as a blue pin with a white building icon. Click on the icon and a corresponding list of record collections relating to that geographic area will appear on the right-hand side.

Click on the collection title (blue writing) to open the search portal for that record collection. It is a good idea to read the “about” section to understand the date range and information available for that particular collection, before conducting a search.

The Special Collections is an edited view of the Card Catalogue.

The Card Catalogue is a searchable listing of all record collections and a great way to see what is available to search in your area of interest. Here you can search by title (of record collection) and keyword (e.g. “cemetery”) or filter by collection, location, dates and language. Sort the listing of the card catalogue by date added (to see what is new), database title (list will re-arrange in alphabetical order), date updated or record count.

There is also a direct tab New Collections on the home page to take users directly to the card catalogue.
Census & Voter Lists, Birth, Marriage & Death, Military, Immigration & Travel, Search Portals:

When using these search portals, each page’s search facility is slightly more tailored to allow the user to incorporate more information into their search e.g. arrival and departure dates for Immigration & Travel. There are more options to help to focus your search and a list of the featured data collections that your search results are pulled from.

Understanding your search results:

Once you have your results, there are several things you can do to help with refining your results.

Search Filters:
- levels which you can change from broad to exact.
- The search is broken down into a list, so you click on particular categories to help filter your search.
Records:

Records are listed in blue. Any images or documents attached to the record are listed below.

To access the record, click on the title. Within the record, you will find all the available information. This can vary from record to record. Sometimes this may be an index entry only (e.g. an early census record) or it may be an original record that has been digitized (e.g. passenger list) which you can view in Ancestry’s built-in viewer, where you can expand or zoom in on your view.

Message Boards

Search the boards by name or keyword (such as place) of over 25 million posts by genealogists and researchers from Ancestry.com and affiliated subscribers. While you can’t reply to messages or contact submitters, there is a wealth of advice and information which can provide further clues for your research. You can browse the message boards by locality categories (country) or topic.
Charts and Forms

Download PDF documents to help you organize your research. The ancestral chart and family group sheet are popular with beginners of all ages to record your family tree. Others include:

- **Ancestral Chart** - Record the ancestors from whom you directly descend.
- **Research Calendar** - Gives an account of every record source you have searched.
- **Research Extract** - Summarizes information which may be time-consuming or difficult to reread quickly.
- **Correspondence Record** - Helps you keep track of those with whom you have corresponded.
- **Family Group Sheet** - Enables you to compile complete, correct and connect family members and their relevant data.
- **Source Summary** - Provides quick reference to information and sources you have found for a particular family.
- **US Census Forms** - Read column headings and record information from the US Census.
- **UK Census Forms** - Read column headings and record information from the UK Census.
- **Canadian Census Forms** - Read column headings and record information from the Canadian Census.
Tips & Tricks:

• Search broadly first, then specifically (you do not need to fill in every search box)

• When specifying a location in your search, begin typing slowly and wait for the predictive text to appear to choose the relevant one

• Consider spelling variations in your search. Review “suggested records” when they appear beside a search result.

• Use the viewer in some collections to magnify your image or to scroll to the next page.

• Visit Ancestry Library Edition often. New collections and content are added regularly.

• Use information found here to confirm and expand your research elsewhere.

• Share your research findings.

• Explore and have fun!

To understand more about researching your family history go to our website page:

Interested in exploring more links for researching family histories? There is plenty to choose from at our online resource page.

To get more information about Ancestry Library Edition, have a look at Proquest’s in-depth library guide.
https://proquest.libguides.com/ancestrylibraryedition