

# INTRODUCTION TO THE NZ SOCIETY OF GENEALOGISTS INC.

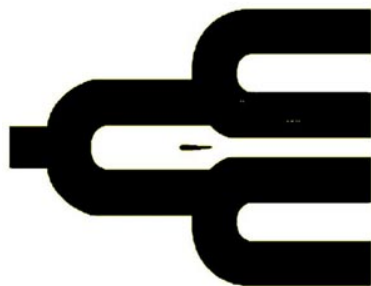
GEN-GUIDE

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The purpose of the New Zealand Society of Genealogists is to assist members with their family history and genealogical research by:

- actively providing opportunities for the development of genealogical skills and studies
- representing the interests of the members in the wider community
- promoting the preservation of information

Mission Statement 1992



## **WELCOME to the New Zealand Society of Genealogists**

This Gen-Guide is designed to introduce you to the services and resources we provide and outline the scope of the record collections, library and research services.

Our bi-monthly magazine, *The New Zealand Genealogist*, will keep you up to date with regard to advances made in genealogical research, relay information on published finding aids and share with you topical world-wide information.

We hope you will enjoy your membership enabling you to access both the expertise and resources the Society has to offer.

Yours sincerely,  
Graeme Constable  
President

### **Structure of the Society**

Since being founded in 1967, the New Zealand Society of Genealogists Inc (NZSG) has been steadily building collections to assist members to research their family history.

The society is run by an elected council who meet every three months, made up of the following:

President

Treasurer

Councillors (7) – responsible for the following portfolios: Education, Liaison, Family Research Centre Operations, Projects, Records Collections, Research Services, Tours & Promotions.

Elections are held bi-annually. If you are interested in standing for council please contact the Executive Officer.

A copy of the Society's Constitution is included with your introductory information or is available from the NZSG office on request.

### **Annual General Meeting & Conference**

The AGM is usually held in conjunction with a conference or research weekend, and offers members the opportunity to access Society resources. Often this includes lectures from local and international speakers. Information on the current conference or research weekend is published in *The New Zealand Genealogist* and on our website. If your Branch or Special Interest Group is interested in finding out more about hosting the AGM, please contact the Executive Officer.

### **Membership**

Your membership number for the NZSG is proof of membership for the current year. It is not transferable. Please notify the NZSG office of any change of address or name promptly.

Your membership is renewed annually and runs from 1 April to 31 March. Towards the end of each financial year, you will automatically receive a pre-printed bank deposit slip for your membership renewal. You may pay your subscription at any branch of the ANZ or post your remittance and renewal form to the Society office. Subscriptions can also be paid using credit cards, Mastercard and Visa, telephone and internet.

Members intending to travel overseas can obtain a letter of introduction from the office. This may assist in establishing your identity or giving access to repositories, but does not guarantee privileges.

When corresponding with any of the Society's officers or services, please quote your name, address and membership number and include a stamped, self-addressed standard DLE (business sized) envelope with your enquiry.

### **Magazine – *The New Zealand Genealogist***

*The New Zealand Genealogist* is published six times a year. Each issue contains news from the NZSG Council, letters to the Editor, and branch and interest group news. It also includes feature articles, members' interests, readers' queries, information offered and wanted, book reviews, reunions, etc.

The Editor relies on members for articles and features, accounts of successes and failures and personal research experiences. Previously unpublished material and articles of a "how to" nature are given priority. Submissions to be considered for inclusion are accepted in any form. Any graphics which are to be included with the article should be submitted at the same time. In the case of photographs, it is preferred that copies are sent, not the original, in case of loss or damage. Good quality, unfolded, laser copies are acceptable. A style sheet can be obtained from the Editor. Please be aware that it may be some time before your article appears in print.

Members Queries can be submitted to the Editor. These should be of not more than 50 words (excluding submitter's name, address and membership number) and should be neatly written or typed, each entry on a **separate** sheet of paper. Do **not** abbreviate your enquiry. All surnames **must** be in upper case please. Your full name, address and membership number must be included with each query.

Any enquiries or comments regarding the magazine content should be addressed to the Editor. Enquiries regarding magazine delivery should be **addressed** to the NZSG Office.

### **Internet**

You will find the NZSG website at: - [www.genealogy.org.nz](http://www.genealogy.org.nz)

Here you will find up-to date information about the Society, its branches, services and activities. You can also download forms which will assist with your research.

The Society also has a mailing list which allows members to discuss the Society's activities with each other. Further details on how to subscribe to this list can be found on the NZSG website.

### **Members' Interests**

Members are able to list the surnames they are researching both in *The New Zealand Genealogist* and on our website.

A Members Interests' submission form is available from the NZSG office. This form is used to submit your surnames for inclusion in *The New Zealand Genealogist*. Members are entitled to list 16 surnames a year in the magazine.

To submit surnames to the website, enter the details on the Members Interests' Submission Form online.

## Family Research Centre

The Society has a library and bookshop situated at 1<sup>st</sup> Floor, 159 Queens Rd, Panmure, Auckland. It is open to members at the following times:

### Hours

	Morning	Afternoon	Evening
Sunday	Closed		
Monday	10.00 – 1.00 pm	1.00 – 4.00pm	
Tuesday	Closed		
Wednesday	10.00 – 1.00 pm	1.00 – 4.00pm	4.00 – 8.00pm
Thursday	10.00 – 1.00 pm	1.00 – 4.00pm	
Friday	10.00 – 1.00 pm	1.00 – 4.00pm	1 <sup>st</sup> Friday of month open until 10-00pm
Saturday	10.00 – 1.00 pm	1.00 – 4.00pm	
Public Holidays	Generally closed, but open on some days		

The library is also closed one week either side of the annual conference, usually held on Queens Birthday weekend, to allow resources to go to the conference venue

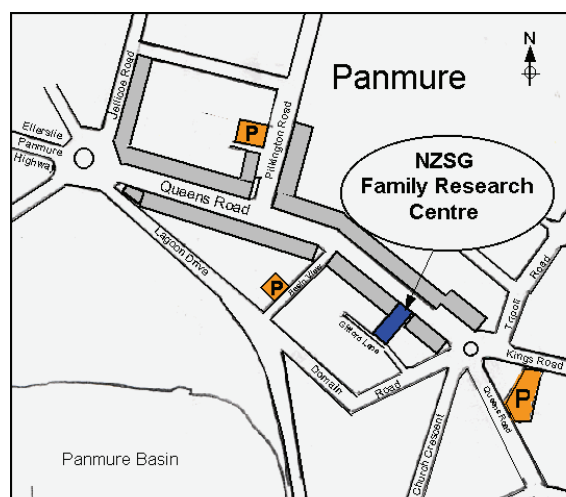
### Cost

There is a charge of \$2.00 for each session or \$5.00 for all three sessions on a Wednesday.

### How to Get There

*From the City:* Take the Penrose off-ramp from the motorway. Turn left towards Panmure along the Ellerslie-Panmure Highway. Straight through the roundabout – this is Queens Road.

*From the South:* Take the Mt Wellington off-ramp from the motorway. Turn right towards Panmure along the Mt Wellington Highway. At the lights turn right onto Ellerslie-Panmure Highway. Through the roundabout – this is Queens Road.



### From the Airport:

The Family Research Centre is located approximately 25km from the airport. Take a shuttle or taxi to Panmure.

### Bus:

Take the 50, 51, 52, 53 express or 68 Howick and Eastern bus from the Britomart Transport Centre. Buses depart approximately every 30 minutes on weekdays.

Call MAXX on (09) 366 6400 for timetable details, or visit their website:

<http://www.maxx.co.nz>

### Parking

Free parking is available at the rear of our building. Access via Domain Road and Gifford Lane. Drive up the ramp to our rear door. There are free public carpark (refer to map). Parking is available on the street, but is subject to time restrictions.

## **Accommodation**

Please contact the Family Research Centre prior to your visit for details of motels, hotels or persons who are happy to host members.

## **Bags & Food**

Bags of any shape and size **are not permitted** in the library. This includes compendiums, briefcases, handbags and coloured plastic bags. This is for both your protection and the Society. Lockers are provided and keys are available from the reception counter. Once these lockers are full, bags, etc may be left at the owner's own risk in the locker area. Due to workplace safety issues, bags, etc cannot be left at reception. Clear plastic bags are available from reception.

There is a lunch room on the premises, tea and coffee is available for a \$1.00 donation. Panmure boasts a number of low cost eating establishments within easy walking distance.

## **Researching at the Centre**

The NZSG has a comprehensive library available for research. A complete list of the library holdings is available through the Library Catalogue, which is on our web site or you may enquire about a particular item by phoning or emailing the office.

You can take your working notes into the library area. Please label your notebooks with your name in case you leave them behind. If you wish to take in published reference books, please label these clearly and be prepared to show them to the receptionist when leaving.

Pens are not permitted in the library or bookshop area. If you don't have a pencil with you, these are available for purchase from the reception. There are facilities available for laptop use, however the case must be left in a locker.

## **Researching from Home**

For those members that are unable to visit the centre, there are research advisors, postal borrowing of library books and CD-Rom printout services.

## **Meeting Room**

There is a meeting room at the Family Research Centre available for hire. Contact the NZSG Office for booking details and costs.

## **Education**

From time to time the NZSG offers a number of educational courses. Check the latest copy of the *New Zealand Genealogist* or the website for details of current courses.

## **Awards**

The Society honours its members and their contribution to the society through awards. These are available for different levels of service. Council, members and the branch and interest groups can all nominate members for awards.

In addition to the above The Lucy Marshall Award is presented annually. This award is for a previously unpublished article of a "how to" nature written by a member and published in the magazine.

The Kevin McAnulty Award is awarded for a published family history donated to the Family Research Centre Library. This award is considered annually and is judged against award criteria.

Details of these awards can be obtained from the Executive Officer.

## **Bookshop**

The NZSG operates a bookshop at the Family Research Centre, along with a mail-order publications sales service. The society produces a number of research resources including microfiche, books CD-Rom and charts. A variety of speciality books imported from kindred organisations overseas is also available.

The January/February issue of *The New Zealand Genealogist* contains details of all the current publications. During the year new publications are featured in the magazine, which also includes an order form.

## **NZSG Index**

The NZSG Index is the result of many thousands of hours of work, by hundreds of members over the life of the Society. It is an aid to locating family in records which reflect the diversity of the NZSG including Cemetery Records, School Admission Records, Probate Indexes, NZSG Records Collection Indexes and various other records.

The CD-Rom is produced from time to time in limited numbers and is available for purchase by members for their own personal research.

Access to the index is also available through the Family Research Centre CD-ROM Services.

## **Research Services**

Research Services are a postal service available to **members of the Society only**, to assist in furthering research both in New Zealand and overseas. Access is through a NZSG appointed officer. Refer to the latest edition of *The New Zealand Genealogist* for the contact addresses. Also check the following Research Services Gen-Guides.

- **General Register Office Indexes and Purchasing Services** **Gen-Guide 21**  
Civil registration of births, marriages and deaths for England and Wales began on 1 July 1837. The NZSG offers members a lookup service of the indexes and also a certificate purchasing service.
  
- **Certificate Purchasing Services** **Gen-Guide 22**  
Birth, marriage and death certificates from England, Wales, Scotland and Australia (except Northern Territory) are available for purchase.
  
- **UK Probates Index & Purchasing Service** **Gen-Guide 23**  
When someone dies leaving a will, the executor appointed under the will applies to the court for a grant of probate, which authorises him or her to deal with the estate. The Index and Purchasing Services allow you to locate and purchase the probate if it is available.

## **Cheque Service**

**Gen-Guide 24**

This service allows members to buy a Sterling or Australian dollar cheque from the society.

## **Records Collections**

The collections contain material, both sent in by members, or collected by the Society's officers. Access is via a postal service available to **members of the Society only** to an NZSG appointed officer. Refer to the latest edition of *The New Zealand Genealogist* for the contact addresses. Check the Records Collection Gen-Guide for each of these collections.

- **NZSG Strays Collection**

**Gen-Guide 41**

A "stray" is anyone who has left a record of a marriage, death, employment or any other event in a state, county or country other than where he or she was born. For example a person shown as born in Dunedin may have been married in Nelson. The record will be in Nelson, but you may have been searching in Dunedin.

- **NZSG Pedigree Collection**

**Gen-Guide 42**

This is a collection of surnames taken from the pedigree charts sent in by members. Each surname on the chart is entered into a computer index. Surnames may be cross-referenced to pedigrees of other members.

- **NZSG Pre 1856 New Zealand Marriage Records Collection**

**Gen-Guide 43**

This is a collection of New Zealand marriages which took place before compulsory civil registration. The collection contains entries from sources including civil registration entries, church records, newspaper marriage notices, family and social history publications, Maori mission records, bible entries, ministers' diary and journal entries and submissions from NZSG members, to name just a few.

- **NZSG Certificates Collection**

**Gen-Guide 44**

This collection is a repository for certificates and miscellaneous documents of any kind, which have been donated by members, whether they are related to their research or not. The purpose of the collection is to share certificate information amongst Society members.

- **NZSG NZ First Families Collection**

**Gen-Guide 45**

This is a collection of information about members' first families who arrived in New Zealand.

- **NZSG Obituaries Collection**

The NZSG Obituaries Collection holds obituaries submitted by members from newspapers or family papers etc. This collection primarily relates to New Zealand obituaries.

## **Projects**

The Society is involved in locating, indexing and transcribing a wide variety of records.

If you are interested in starting or being involved in a project, please contact the Executive Officer.

## Branch & Interest Groups

Local branches promote genealogical activities and provide a forum to meet other family researchers. Members have the opportunity to hear specialist speakers, receive genealogical support and advice, take part in special research days, and share information.

Interest Groups of the NZSG are: Australian, Channel Islands, Cornish, East Anglia, East India, European (excluding UK), Genealogical Computing (GCG), Greater London, Irish, Maori, Midlands & North West England, North East England, Scottish, Southern England and Welsh.

A full list of meeting venues and contact details is published in the January/February issue of *The New Zealand Genealogist* and is available on our website.

### Cover Illustration:

The Society Logo represents an Ancestry Chart with a stylised pen nib to indicate that we all aim to write our family history from our research.

## New Zealand Society of Genealogists Inc.

FAMILY HISTORY - PRESERVING OUR PAST FOR THE FUTURE



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