

## Guide to Member's Services



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## Welcome to the New Zealand Society of Genealogists

We are delighted you have joined the society and wish you an interesting and rewarding journey as you trace your family back through the years.

You are joining more than 6,500 other members across New Zealand, Australia and other countries who share your passion for genealogy and family history.

Together, we can help you learn new research skills, locate repositories as well as records from our library, online and in your community. We can help you master software, introduce you to the complexities of worldwide family research, start you on your whakapapa journey and even help you learn to read old handwriting. We have branches, education programmes, NZSG events and a dedicated band of volunteers and skilled researchers only too willing to help.

### What's in this guide?

This is your introduction to the society and the benefits you receive as a member. It includes information about:

- research services
- the Family Research Centre (FRC) and the NZSG Library
- branches
- interest groups
- events, such as conferences and showcases
- education.

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Much of the information in this booklet is also available on our website [www.genealogy.org.nz](http://www.genealogy.org.nz)

## Membership benefits

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By becoming a member of the NZSG, you can gain access to wide range of resources, services and expertise across New Zealand, including:

- members only area on the NZSG website
- our magazine – *The New Zealand Genealogist*
- Family Research Centre (FRC) and NZSG Library and the New Zealand and specialist collections with free and paid access to websites
- members-only record collections
- members-only research services
- purchase of certificates and cheques
- opportunity to participate in creating indexes.

## NZSG website - [www.genealogy.org.nz](http://www.genealogy.org.nz)

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Our website contains information about:

- branches, interest groups, the magazine (see below), Rules and the Ted Gilbert Literary Trust
- news, coming events, competitions and the President's page and Council news
- the FRC and NZSG Library, including 'how to' tips for library searches, borrowing, the remote film reader, photo gallery and tutorials
- research resources, including the New Zealand Cemeteries Collection
- resources including First Families, forms and charts, members' interests and the WWI Directory
- Auckland-based education opportunities
- NZSG shop.

**Getting a password for the Members Area:** A password is automatically provided to all new members. If you have any queries about your password please contact the webmaster – [Webmaster@genealogy.org.nz](mailto:Webmaster@genealogy.org.nz)

## Magazine

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*The New Zealand Genealogist* is our official magazine and is published six times a year. Each issue includes feature articles, readers' queries, information offered and wanted, book reviews, reunions and genealogical news along with news about the Society, letters to the Editor, and branch and interest group news.

We welcome members' submissions for all sections, including feature articles which are linked to the theme for each edition. Future themes are listed on the contents page of each issue. Themes, dates and deadlines are also published on the *Our Magazine* section of *News* at [www.genealogy.org.nz](http://www.genealogy.org.nz)

Submitters are asked to follow the requirements listed in each issue of the magazine under the heading 'Submitting of copy'.

Enquiries or comments about content: [editor@genealogy.org.nz](mailto:editor@genealogy.org.nz).  
 Enquiries about delivery: [membership@genealogy.org.nz](mailto:membership@genealogy.org.nz).

## NZSG Family Research Centre (FRC) & NZSG Library

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Address: Level 1, 159 Queens Rd, Panmure, Auckland

The FRC and Library hold a wealth of research material including books, microfiche, microfilm, maps, computers, CDs and some sound recordings. Although strongest in New Zealand genealogy, family history and whakapapa, we also have specialist collections accumulated by our Interest Groups, including material covering the UK, Ireland, Europe, Australia, Africa, North America, Asia and the South Pacific. Our volunteers are on hand at all times to help with your research.

Here are just a few of our resources and services available to members:

- Films borrowed from the National Library of New Zealand, including those from the Australian Joint Copying Project
- Borrow films from LDS (Latter-Day Saints) FamilySearch (in Salt Lake city USA)
- 16 computers for free research on [Ancestry.com](http://Ancestry.com)
- Free access to [Findmypast](http://Findmypast), [The Genealogist.co.uk](http://TheGenealogist.co.uk), and [Family Relatives.com](http://FamilyRelatives.com) websites, Cornish Family History Database, Illegitimacies Database
- Eight drawers of microfilms of some early NZ newspapers and Australian & New Zealand Shipping Passenger Records
- 28 drawers of microfiche including NZ vital records, cemetery collections, the IGI (International Genealogical Index) and other assorted records for New Zealand, Australia, England, Scotland, Ireland, Wales, Channel Islands and Isle of Man
- Access to over 500 CD-ROMS with data from NZ, Australia, UK, Ireland, Europe and the USA
- A large collection of laminated historical maps for England, Ireland and Scotland, all available for photocopying
- Maps for New Zealand, Australia and other countries.

We also offer Scotland's People, a pay-per-view website. Our volunteers are on hand to help you narrow your search to make use of this as economical as possible.

**Research from home?** An email query to [ResearchService@genealogy.org.nz](mailto:ResearchService@genealogy.org.nz) will do look-ups on your behalf and produce suggested avenues to explore to find an elusive ancestor or link. (See page 6 for more details.)

Books and microfiche from the NZSG Library may be borrowed and can be posted anywhere in New Zealand.

You can log into the NZSG website and gain access to the Gale collection of searchable On-Line UK and USA Newspapers and the UK National Archives online databases (Discovery) for no extra charge. (Refer to page 6).

A request sent to the office holders responsible for Pedigrees Collection, First Families Collection, Pre-1856 New Zealand Marriage Records Collection or the Certificates Collection seeking information held about specific names you are researching may also yield useful results: see page 5.

**When are we open?** Opening times and session charges are listed at [www.genealogy.org.nz](http://www.genealogy.org.nz). We are open most public holidays (except Good Friday and Christmas Day), but please check the website first or call the office (09 570 4248).

**Postal service:** Members resident in New Zealand can use our postal borrowing service. Up to four items may be borrowed for up to three weeks. (Refer to details of cost on the website.)

**Reserving books and fiche:** Please contact us at least three weeks before your visit. Materials may not always be available as we maintain a borrowing service.

**Meeting room:** The meeting room at the FRC is available for hire. Please contact the office for bookings and costs.

Some Library rules:

- Members can purchase a NZSG flash drive from reception to save downloaded files/images. Personal flash drives are not allowed.
- Only clear plastic bags may be brought into the library. Satchels, briefcases, laptop cases, handbags and coloured plastic bags are not allowed. This is for our mutual protection as research material and handbags could be stolen.
- We have free lockers for bags and other material.
- Only pencils may be used in the library. Pencils may be borrowed or purchased from reception. This is standard practice in archives and libraries worldwide.
- You can take your working notes into the library. Please ensure notebooks are labelled with your name. If you wish to take published reference works into the library, please label them clearly and show them to the librarian both when you enter and leave. The team leader on duty reserves the right to ask that large folders be left in a locker.
- You can take your laptop into the library, but the bag must be left in a locker. Laptop locks are recommended. WiFi is available for a small charge.

**Remote Film Reader:** This service enables you to remotely control a film reader housed in the FRC to read a film at the FRC from anywhere in New Zealand. All you need is a computer and broadband internet. For more information, go to 'Remote Film Reader' under *FRC & Library* at [www.genealogy.org.nz](http://www.genealogy.org.nz)

## Branches

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We have 68 branches; 52 in the North Island and 16 in the South Island. Branches provide social interaction as well as are a huge source of research expertise, events, education, meetings and links to the wider genealogy community. We recommend you also join your local branch, particularly if you live outside Auckland.

Regional meetings, when several branches and interest groups meet periodically for information exchange and updating, are held in the following regions –

North Island: Northland, Auckland, Waikato, Thames Valley-Coromandel, Bay of Plenty, Taupo, King Country, East Cape/Poverty Bay, Taranaki, Wanganui/Rangitikei, Hawkes Bay, Wairarapa, Manawatu/Horowhenua and Wellington.

South Island: Nelson, Marlborough, Canterbury (North, Central, Mid-district and South Canterbury), Otago and Southland.

For links to each branch, visit *NZSG Branches* under 'Find Us' at [www.genealogy.org.nz](http://www.genealogy.org.nz)

## Interest groups

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We have 11 interest groups covering Australia, Cornwall, Europe, Genealogical Computing, Greater London, Ireland, Lower North Island Irish, Māori, Midlands and Northern England, Scotland and Southern England and East Anglia.

Interest contacts: There are seven contacts providing researchers with specific knowledge for The Channel Islands, Huguenots, Isle of Man, North America, Pacific Islands, Shetland Islands, Welsh research.

For links to each group, visit 'Find Us' at [www.genealogy.org.nz](http://www.genealogy.org.nz).

## Educational workshops

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We run Auckland-based educational workshops throughout the year including:

- starting out
- using free and subscription websites
- introductions to research in England Scotland, Ireland and the UK
- FamilySearch
- the FRC Quickmap Database
- Whakapapa
- continental Europe
- scrapbooking your family photos.

For more information, visit 'Education' at [www.genealogy.org.nz](http://www.genealogy.org.nz)

We recommend you also contact your local branch about the courses they offer. Visit 'Education' at [www.genealogy.org.nz](http://www.genealogy.org.nz)

The workshops are planned for members who are new to research as well as for those who want to learn more about a specific topic. They are held in a classroom situation, often using computers, and generally last between two and three-and-a-half hours.

Members may research in the Library at no extra cost either before or after a workshop.

Registration is essential for each workshop. The Registration Form is available under 'Education' at [www.genealogy.org.nz](http://www.genealogy.org.nz) and may be submitted on-line, by post, or in person at the FRC. A separate registration is required for each workshop you wish to attend.

Receipt of your registration will be acknowledged, so please ensure you include your email and telephone number on the registration form. If it is necessary to cancel the workshop, notification will be early in the week of the arranged date and registration fees can either be refunded or may be transferred to a future workshop.

**Education beyond the FRC:** Branches and Interest Groups often host speakers at their meetings, and this is a good way to find out more about different aspects of research. Many branches also offer introductory courses.

From time to time, usually after a conference, specialised speakers may tour the country to deliver their seminars at various venues, so it is useful to keep in touch with what your local branch is doing.

Find out more about branches under 'Education' at [www.genealogy.org.nz](http://www.genealogy.org.nz)

## Members-only record collections

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These collections contain material either submitted by members or collected by our office holders. Log on to the *Members Area* of the website to find out more or read 'Where to write' in *The New Zealand Genealogist*. There is no charge for these services. The index to the collections is published in the NZSG Kiwi Collection.

**NZSG Pedigree Collection:** This is a collection of 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. Members are encouraged to submit their first pedigree sheet when they join and to add to this later in their research. Members may also request information from the collection. Access to this collection is outlined under 'Research Collections' in the *Members Area* at [www.genealogy.org.nz](http://www.genealogy.org.nz)

**NZSG Pre-1856 New Zealand Marriage Records Collection:** This is a collection of New Zealand marriages which took place before compulsory civil registration began on 1 January 1856. It includes 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.

This service can help match brides and grooms, date and place of marriage and a source where further information can be found. Members are also invited to contribute to this collection if they have information about a marriage which took place before 1 January 1856 which does not appear to be in this collection. Access to this collection is outlined under 'Research Collections' in the *Members Area* at [www.genealogy.org.nz](http://www.genealogy.org.nz)

### NZSG Certificates Collection

The Collection is a repository for Birth, Death and Marriage certificates and miscellaneous documents of any kind, donated by members, whether related to their research or not, for sharing with other members. Members are asked to submit paper copies of their certificates and other documents for inclusion. Members may also request a search of the index to documents in this collection.

### NZSG First Families Collection

This is a collection of information about families where partners were married in New Zealand before 1901 or where the family emigrated to New Zealand before 1901. The collection is an index from family record sheets contributed by members of the NZSG.

Each family record sheet includes the names of three generations and their spouses (where these are known). The record is based on the first couple of any family unit living in New Zealand before 1901, and it includes their children. It also includes their parents who may not have come to New Zealand, thus bridging the gap between New Zealand and the country of origin. The index is also published on CD.

For more information, visit 'Resources' at [www.genealogy.org.nz](http://www.genealogy.org.nz)

## Members-only research services

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These services are available to members to help them with both New Zealand and overseas research. Refer to the latest edition of *The New Zealand Genealogist* or our website for current contact details.

**Research service:** The Research Service team offer look-ups in the indexed resources of our Library and can offer advice to further your research. Consult the online library catalogue to find out what is available for your area of interest. The Research service can be contacted by email: [ResearchService@genealogy.org.nz](mailto:ResearchService@genealogy.org.nz)

**Government Gazettes:** The Library has a digitised searchable version of the New Zealand Government Gazettes 1840-2005. Members can contact Research Services to arrange look-ups: [ResearchService@genealogy.org.nz](mailto:ResearchService@genealogy.org.nz)

**Land Research Service:** This service offers expert advice and assistance in researching New Zealand land records. Typically, land research happens in progressive stages and we have records of land plans, titles and transactions.

## Online services/databases

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- **Gale Digital Newspaper Collection:** This website works in a similar way to New Zealand's PapersPast website. These United Kingdom and United States of America newspapers and periodicals cover more than 300 years of local and national news. Members can search, then save or print images. Access is through the *Members Area* at [www.genealogy.org.nz](http://www.genealogy.org.nz)
- **National Archives (UK) Discovery:** Search from home for, and download, National Archives documents such as wills (back to the 14<sup>th</sup> century) and military records at no charge through the Discovery service. Go to 'Discovery' in the *Members Area* at [www.genealogy.org.nz](http://www.genealogy.org.nz)
- **NZSG Digital Archive for Family History:** This offers a free service to ensure genealogical files will be retained in the Archive for the use of descendants.

While members are always encouraged to publish a narrative family history from their research (in book or digital format), they should also make a copy of their current database material and submit to the archive for safe storage.

When the narrative family history work is ready for submission to the Archive, the submission should include an index of the people named in the narrative. From this, a searchable index is created for all members to search on-line.

Ask at the NZSG for a copy of the brochure "Archiving Your Research" to learn full details of this service.

It is available through the *Members Area* of the website.

## NZSG Shop

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The NZSG produces books, CDs, DVDs and charts. These are available through the shop on our website and our mail-order sales service in *The New Zealand Genealogist*. There is also an NZSG shop at the FRC in Auckland.

## Purchasing service – certificates and cheques

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**Certificate purchasing services:** Birth, marriage and death certificates from England, Wales and Scotland are available through this service for members who do not wish to make a credit card transaction over the Internet.

**UK Probate purchasing service:** This enables you to locate and purchase a probate if it is available.

**Cheque service:** Members can buy a Sterling pound or Australian dollar cheque from the Society. Current exchange rates can be found on the website, obtained from the FRC or requested via email: [accounts@genealogy.org.nz](mailto:accounts@genealogy.org.nz)

## Members' interests

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Surname interests can be added to our website through 'My Account'. There are no restrictions on how many you may enter. Interests entered by other members can be searched on the menu bar under 'Resources'.

## FamilySearch films/fiche

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We have a licence to view FamilySearch microfilms provided by The Church of Jesus Christ of Latter-Day Saints at the FRC, the National Library in Wellington and at our Canterbury Branch in Shirley in Christchurch.

Details about costs and using this service at any venue are available in 'FamilySearch Films' under Research Services in the Members Area at [www.genealogy.org.nz](http://www.genealogy.org.nz)

For more information on any of these services, please visit the website: [www.genealogy.org.nz](http://www.genealogy.org.nz)

## Annual General Meeting and Conference

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The annual general meeting (AGM) is usually held around Queen's Birthday weekend in early June in conjunction with a conference or research weekend. It offers members the opportunity to access a variety of resources and hear addresses by local, national and international speakers.

Information on the current conference or research weekend is published in *The New Zealand Genealogist* and on our website.

## Projects

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The task of locating, indexing and transcribing a wide variety of records is unending and relies heavily on members donating their time to make this information more useful and more accessible.

We welcome your participation in creating new indexes. All it takes is some time, a computer and a spreadsheet program.

**What is the Kiwi Collection?** This is the result of many thousands of hours of work, by hundreds of members over the lifetime of the Society. It is an aid to locating family in records which reflect the diversity of NZSG projects, including cemetery records, school admission records, probate indexes, NZSG Records Collection indexes, and various other records.

This is produced as a searchable digitised product (CD-ROM/USB flashdrive), updated periodically, in limited numbers, and is available for purchase by members only, for their own personal research.

Access to a limited edition of the Index/collection is also available to members through the Family Research Centre Research Services. Email: [researchservice@genealogy.org.nz](mailto:researchservice@genealogy.org.nz)

## Bequests and donations

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As a member, you can ensure the Society continues to support genealogical research by including a bequest in your will. Bequests will be used to buy resources so that all NZSG members may benefit through visits, borrowing or look-up requests.

Donations to the Library enable us to add new resources as they become available.

You can download a Bequest and Donations form under 'Find Us' at [www.genealogy.org.nz](http://www.genealogy.org.nz) or request a copy from the NZSG office.

## Awards

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We honour our members and their service through awards. Council, members, branches and interest groups may nominate members for awards in recognition of the contribution they have made or continue to make.

For more information, email [nzsgmanager@genealogy.org.nz](mailto:nzsgmanager@genealogy.org.nz) or look on the *Members Area* of the website ([www.genealogy.org.nz](http://www.genealogy.org.nz))

Council is responsible for assessing each recommendation to honour a member and relies on branches, interest groups and members to notify them of candidates deserving of recognition.

### Additional awards

**Lucy Marshall Award:** This award is presented annually to the author of a previously unpublished article of a how-to nature published in *The New Zealand Genealogist*.

**Kevin McAnulty Award:** This award is presented annually for a family history written about the author's family and donated by the author to the Library.

Both awards are presented at the AGM.

Members are also eligible for the **Ted Gilbert Family History Award** for the best family history article published in *The New Zealand Genealogist* each year.

Full criteria for all three awards can be found in the *Members Area* on the NZSG website ([www.genealogy.org.nz](http://www.genealogy.org.nz))

## Structure of the Society

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We are an incorporated society and a registered charity, governed and managed by an elected Council which usually meets every two months. The Council comprises a president, a treasurer and seven councillors.

Elections are held every two years. Calls for nominations appear in *The New Zealand Genealogist* and on the NZSG website. If you would like information about standing for Council and what this entails, please contact the NZSG Manager: [nzsgmanager@genealogy.org.nz](mailto:nzsgmanager@genealogy.org.nz) or look at the website ([www.genealogy.org.nz](http://www.genealogy.org.nz))

Members can access our Rules and By-Laws by emailing [nzsgmanager@genealogy.org.nz](mailto:nzsgmanager@genealogy.org.nz) or visiting 'NZSG Rules & Ethics' under *Find Us* at [www.genealogy.org.nz](http://www.genealogy.org.nz)

## Membership administration

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Your membership number is proof of membership for the current year. It is not transferable. Please notify the office promptly of any change, such as address, name, phone number or email address.

Membership is renewed annually. Subscriptions may be paid via the NZSG website ([www.genealogy.org.nz](http://www.genealogy.org.nz)), internet banking, by phone with credit card details (MasterCard and Visa), or by posting your cheque and invoice to the NZSG office.

An invoice for your membership renewal will be sent out automatically towards the end of your subscription year.

Please include your name, address and membership number in any written communication, including emails. If inquiring by post, please include a stamped, self-addressed DLE (business sized) envelope. Postage should be sufficient for it to be returned to you.

**Letter of Introduction:** We do not issue membership cards, but if you intend travelling overseas a letter of introduction can be obtained from the office. This may assist in establishing your identity or giving access to repositories, but does not guarantee any privileges except from organisations with which we have reciprocal agreements. Please contact [membership@genealogy.org.nz](mailto:membership@genealogy.org.nz)

## How to get to the FRC

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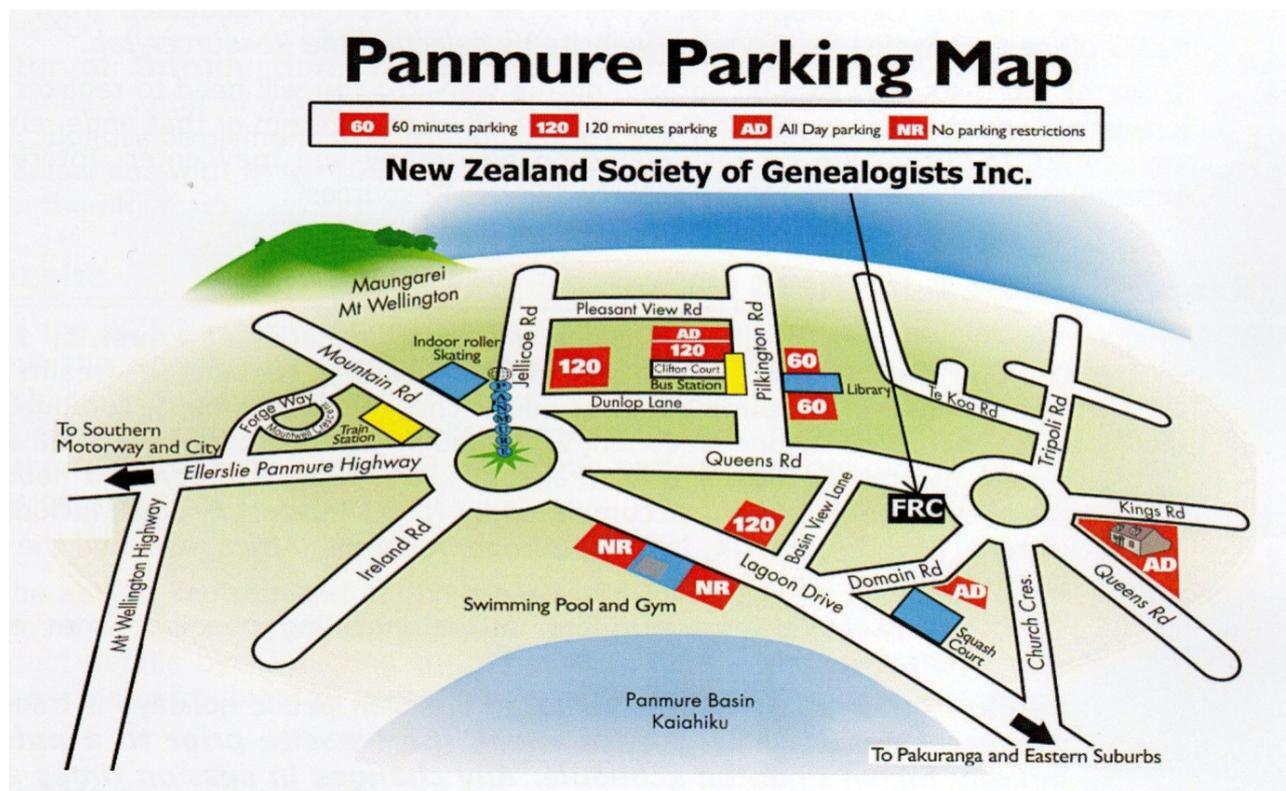
**From the city:** Take the Penrose off-ramp from the motorway. Turn left towards Panmure along the Ellerslie-Panmure Highway. Straight through the big roundabout is Queens Road, the main street of Panmure where the FRC is located.

**From the south:** Take the Mt Wellington off-ramp from the motorway. Turn right towards Panmure on the Mt Wellington Highway. Continue through several sets of lights until reaching the lights at the T-intersection (see map) of Mt Wellington Highway and Ellerslie-Panmure Highway, and turn right onto Ellerslie-Panmure Highway. Carry on to Queens Road.

**From the airport:** The FRC is approximately 25km from the airport and you will need to take a shuttle or taxi to Panmure.

**Public transport:** Buses and trains depart from the Britomart Transport Centre, Customs Street, downtown Auckland. On weekdays, buses and trains (Eastern line) depart approximately every 30 minutes, and during peak periods more frequently. The train station is 15-20 minutes' walk from the FRC. Less frequent bus and train services are available during weekends and evenings. For timetables phone Auckland Transport (AT) on 09 366-6400 or visit <https://at.govt.nz/bus-train-ferry/>

**Parking:** There are free public car parks in Panmure (see map overleaf) and street parking at the front door of the FRC which is subject to time restrictions.



## Contact us

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 Auckland 1741, New Zealand

Telephone 09 570 4248  
 Fax 09 570 4238

Email: [nzsg-contact@genealogy.org.nz](mailto:nzsg-contact@genealogy.org.nz)

Website: <http://www.genealogy.org.nz>

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FAMILY HISTORY - PRESERVING OUR PAST FOR THE FUTURE

