



NSDAR LIBRARY: GENEALOGICAL RECORDS COLLECTION INDEXING PROGRAM

NATIONAL SOCIETY
DAUGHTERS OF THE AMERICAN REVOLUTION
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Introduction

These instructions have been prepared to help with the indexing processes in the DAR's Genealogical Records Committee Projects. Due to the multifaceted nature of this project, it is important that the indexing is done precisely and consistently to ensure that the different stages of this process align with each other.

The purpose of indexing is to provide a ready alphabetical reference to all persons' names for the benefit of researchers using GRC Reports in the DAR Library. Every name in a volume should be indexed using the online GRC Online Indexing Program. For the GRC Project there are two types of indexing. There is the indexing done to create the final index in a volume (Step 1 Indexing) and the indexing done after the final volume is fully processed by DAR staff, which makes the volume searchable when it is uploaded to the database (Step 2 Indexing).

In addition to these instructions please review the *Instructions for Copying Source Records and Their Preparation for Library Use* [LG-GRC-2000] available on the Genealogical Records Committee web site. These instructions provide a better understanding of the process of compiling the records that are being indexed.

Ask your Chapter or State GRC Chairman if you have questions not addressed in these instructions. If they are unable to provide an answer, they will contact the Division Vice Chairmen, National Chairman, or the GRC Coordinator for direction. The GRC Coordinator can be contacted at 202-879-3259 or grc@dar.org.

Volunteer Set-Up

The NSDAR Library has adopted an in-house indexing program, the GRC Online Indexing Program. This program is open to all DAR members and is accessible via the e-Membership web site at <https://emembership.dar.org>.

To index for the GRC Project you need access to e-membership. If you do not have access contact the Organizing Department at organizing@dar.org to obtain an account and password. Once you have access to an e-membership account follow up with the GRC Coordinator at grc@dar.org and ask to be set up as a volunteer for the GRC Indexing Project. Please provide your member number in this email.

Step 1 Indexing

Step 1 Indexing is the process of creating an index to be added to the end of the GRC Report before it can be completed and submitted to National. To create an index, reach out to the GRC Coordinator, and request to be assigned a temporary volume number. Once you have completed your index inform the GRC Coordinator, and they will then send a Word Doc and PDF of the finished index to be added to the final volume to be submitted.

Step 2 Indexing

Step 2 Indexing is done after a volume is processed, cataloged, and made digital at National. The volume is reindexed from the digital image and once completed is uploaded into the searchable database available on the GRS. Currently, there are no open positions to become a volunteer for Step 2 Indexing.

GRC Online Indexing Program

How to Access the GRC Online Indexing Program

1. Log into e-membership (<https://emembership.dar.org/>) using your membership number and password.
2. Along the top of the website there are six tabs, the third tab is the projects tab.
3. Select the **Projects** tab.
4. Either through the drop-down menu or by clicking on the projects select the **GRC Book Indexing**.
 - a. ***NOTE:** Both the general GRC instructions and the indexing instructions can be found on this page.
5. Select **Open Indexing App**.
 - a. A new window should open directly into the Indexing Program.

Basics Instructions to Using the GRC Online Indexing Program

The program utilizes a split screen with the digitized image of a page in the lower section of the screen with the data entry fields above it. See image below.

The screenshot shows the GRC Online Indexing Program interface. At the top, there is a header bar with the following text: "Book: FL:S2:v32", "F11 = Full Screen View", "Mode: ADD/NEW", "Mng Case = Yes", "Options: [Icons]", and "[Close]". Below the header, there is a status bar that reads "** Page 79 -- Page Name Count: 0 ***".

The main interface is split into two sections. The top section, labeled "SECTION 1" in red text on the left, contains data entry fields for "Surname:" and "First/Middle/Other Name:", each with a text input box. Below these fields is a "Save" button.

The bottom section, labeled "SECTION 2" in red text on the left, displays a digitized page image. The page number "73" is visible in the top right corner of the image. The text on the page is as follows:

HATCHER, Tomye Dwight, four-year old son of M/M J.L. Hatcher. Survived by parents, four sisters, two brothers. 7 Mar p321

HAMMONDS, Mrs. J.L., survived by husband, J.L. Hammonds, sons, J.T.; Fred Hammonds; sisters, Mrs. W.N. Metcalf, Mrs. J.H. Burgess, all f Sarasota; brothers, L. Alexander, Tampa, C. W. Alexander, Macon, GA. 22 Jan p321

End of 1941 as appears in Vol 2 of Louise Higel Scrapbook in the possession of the Sarasota County Historical Records Resources Center, 701 Plaza de Santo Domingo, Sarasota, FL 34236.

We are not only grateful to the Archivist, Mr. Robert Viols, for allowing us to extract from this scrapbook, but to Miss Louise Higel for her dedication in compiling these valuable obituaries of early history of the county.

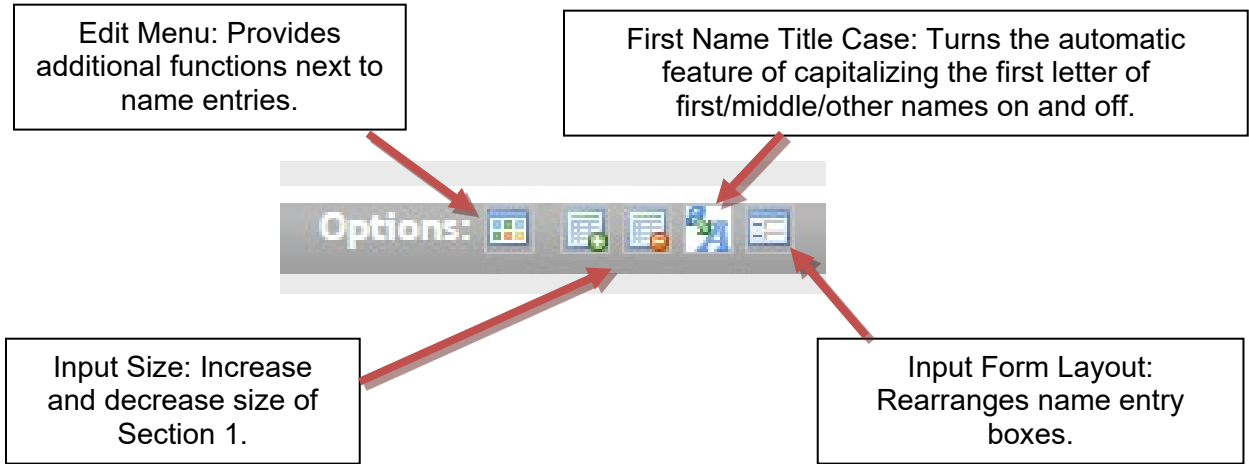
Sara De Soto Chapter, NSDAR
Mrs. Mary Gall, Reagent
177 Pescara Lake Estates
570 57th Ave. W.
Bradenton, FL 34207

Mrs. Porter McCall
Genealogical Records, Chairman

***NOTE:** The image in the second section will only appear when doing Step 2 Indexing. When doing Step 1 Indexing it will be blank

Toolbar controls

The toolbar is located on the upper right-hand corner of the screen.



Edit Menu Controls

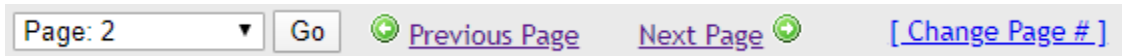
When selecting the "Edit Menu" button from the toolbar the following icons will appear next to the indexed names.



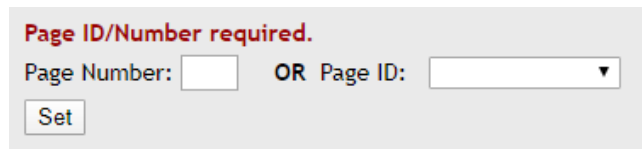
Input Form Layout Options



Changing Page Numbers and Types



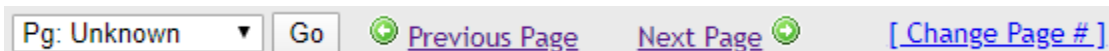
1. Select the page that needs to be altered and click **Go**.
2. Select **[Change Page #]**.
3. A new text box will appear.
 - a. In this text box the page number and page ID can be reset.
4. Select **"Set"**
5. ***NOTE:** This function should only be used if a page number was already set and is incorrect. To start indexing on a new page click "Next Page."



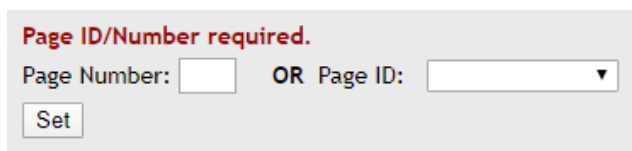
Entering Names in the GRC Online Indexing Program

Start the indexing process with content after the front matter (title page, copyright information, table of contents) of the GRC.

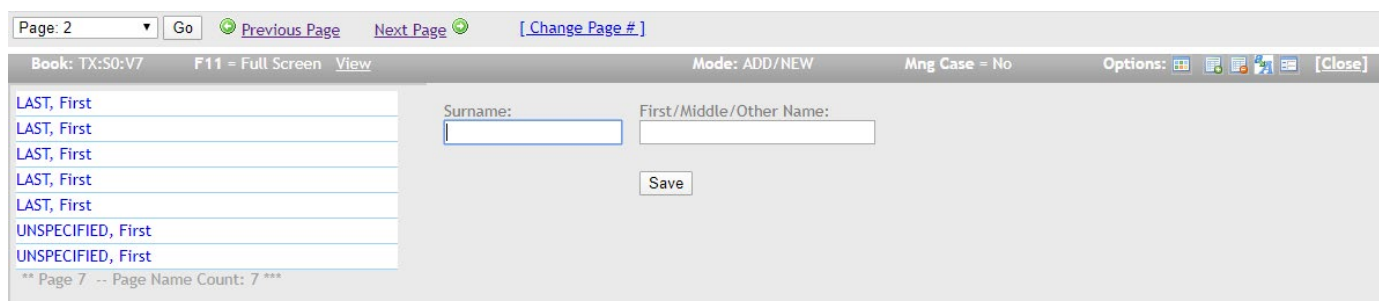
1. In the top left corner select a page to edit.
 - a. For Step 1 Indexing the page will appear as **"Pg: Unknown"**.
 - b. For Step 2 Indexing the page should have a page number assigned.



2. If a page number is not assigned, a new text box will appear on the page.
 - a. In this text box set the page number and page ID if applicable.



3. Once the page number is assigned start to enter names.
 - a. Last names will automatically be capitalized there is no need to do this manually.
 - b. If the "First Name Title List" is properly selected there is no need to capitalize first/middle/other names.
 - i. ***NOTE:** This will not work for all initials, so if a name is listed as JP or MG it will autocorrect to Jp and Mg.
4. Select **Save** after entering a name.
5. To edit a name that may have been entered incorrectly click on the name.
 - a. A new text box will open. Retype the name and select either, **Save**, **Reset**, or **Cancel Edit**.
6. When all the names for a page are entered continue to the next page.
 - a. This can be done by selecting the next page in the drop-down menu or simply clicking **"Next Page"**.
 - i. Make sure to select "Next Page" rather than "Change Page #."
7. After each indexing session make sure to select **[Close]** in the top right corner.
8. Once the indexing process is done reach out to the GRC Coordinator at grc@dar.org either to have the Step 1 Index created to be added to the GRC Report, or to have the Step 2 Index uploaded to the database.



***NOTE:** To see all the names listed on a page it may be necessary to scroll or resize the window.

General Indexing Rules

- Only index personal names. This means that places and organizations/companies should not be indexed as part of this project.
- Do not include punctuation in names when indexing. The software will add the only punctuation needed.
- Do not index the names in the front matter of the book, including the library control page, title page, donation page, table of contents, etc. The names of Presidents General, State Regent, State Genealogical Records Chairman, etc., should also not be indexed. Section introductory pages may, however, provide genealogical information that should be included in the index.
- A name only needs to be listed once per page in the index, even if it is listed more than once on the record.
- If there is an image followed by a transcription of an original document it is acceptable to only index the transcription. If you choose to index only the transcription double check that all the names from the original document were captured. If a name is missing, make sure to index the missing name on the image page.
- Do not index the index. The names found on the index pages found at the end of the volume are not to be indexed. In Step 2 Indexing simply mark the "Page ID" as an index page.

Indexing Types of Records

The records listed below are the most common type of records that are included in the GRC Reports. This is not a comprehensive list, and some records may fit into multiple categories.

Obituaries

When indexing obituaries, in addition to the deceased, list any widow, all the children, the parents, any siblings, the grandparents, the minister(s) officiating, the funeral director, those attending from out of town, the organist, the singer, the pallbearers, honorary pallbearers, the person who did the flowers, etc. It establishes those people in that place at that time and can be very important to the researcher.

Will and Probate Records

Wills frequently require some study and interpretation to extract every name. For will and probate records:

- Index every name on the document, including witnesses, clerk of the court, etc.
- Do not add or leave out middle initials.
- The term "daughter" may refer to a daughter-in-law. If the document does not clarify which one of the two is meant, index as if an unmarried daughter. Do not guess relationships.
- Married daughters may be listed by first name only, with the phrase "intermarried with" or "wife of" (man's name), or with a first name and a surname other than the father's surname. Daughters listed that way should appear in the index twice: first, with their maiden name and given name, and secondly with their married surname, followed by their given and maiden name, followed by Mrs.

Administration bonds and estate settlements are indexed the same way.

Bible Records

Bible records will often list the birth of a son or daughter without giving any name. This is an indication that the child may have died at childbirth. The family surname should be entered in Surname and the words "infant daughter," "infant son," "infant twins," or, if not, just simply "infant" are entered in as the first name. Use these words in place of "baby," "girl," or "boy," etc. When multiple births (twins, triplets, etc.) are listed they should be entered as follows:

<u>Surname</u>	<u>First/Middle/Other Name</u>
LIVINGSTON	Samantha (Twin)
LIVINGSTON	Samuel (Twin)

Church Records

Church records include information on events that have taken place in the respective church from which they were published. This includes records on baptisms, marriages, and funerals.

An example of how to index a baptismal record:

Mary Smith, daughter of Simon Smith and Mary Jane Jones. (Or the entries are in columns labeled "parents" "child", etc.) The entries should be:

<u>Surname</u>	<u>First/Middle/Other Name</u>
SMITH	Mary
SMITH	Simon
SMITH	Mary Jane Jones Mrs
JONES	Mary Jane

Marriage Records

Marriage records, bonds, announcements, and newspaper articles should include everyone who is mentioned, such as the bride and groom, bondsman, parents, priest, or justice of the peace, and many others. Some marriage records list names only with the surname and initials to represent the given names. The common order of these records has the groom's name first and then the bride's name. It may appear as follows:

J. D. Cravens and M. C. Blackford Bond: Nathaniel Blackford. Teste: Dan B. Price m on March 22, 1829 by B. W. Rhoton. The index would appear as follows:

<u>Surname</u>	<u>First/Middle/Other Name</u>
CRAVENS	J D (Male)
BLACKFORD	M C (Female)
CRAVENS	M C Blackford Mrs
BLACKFORD	Nathaniel
PRICE	Dan B
RHOTON	B W

Cemetery Records

The DAR is well known for its work transcribing cemetery gravestones. As cemeteries may vary greatly there are multiple ways to index the records included in GRCs Reports. See examples of indexing different types of cemetery records below.

Johnny Doe beloved son of James and Mary Doe. The entries should be:

<u>Surname</u>	<u>First/Middle/Other Name</u>
DOE	Johnny
DOE	James
DOE	Mary Mrs

Mary Smith, wife of James and daughter of Henry and Mary Adams. The entries should be:

<u>Surname</u>	<u>First/Middle/Other Name</u>
SMITH	Mary Adams Mrs
SMITH	James
ADAMS	Henry
ADAMS	Mary
ADAMS	Mary Mrs

In this instance two Mary's are listed. One is for the daughter who was not Mrs. Adams and one for her mother who was Mrs. Adams.

Indexing Variations of Names

Names with Titles

Include titles, e.g., Captain, General, Senator, Reverend, Doctor, etc. Only use generic and simple titles. For example, if someone is listed as the County Judge, simply list them as Judge. Even if these titles are abbreviated in the text, please type them out in the index. Do *not* include job titles within the index, this extends to titles such as district attorney, county clerk, notary, and justice of the peace.

List Mrs or Widow, but not Mr or Miss.

See the examples below:

<u>Surname</u>	<u>First/Middle/Other Name</u>
JONES	John Paul Captain
BENTON	Thomas Hart Senator
WASHINGTON	George General
EVANS	James Lewis Doctor
MARTIN	Widow

Nicknames

If a nickname is given in the original record enter it in parentheses following the first name. See examples:

<u>Surname</u>	<u>First/Middle/Other Name</u>
ABERNATHY	Mary (Polly)
JOHNSON	Ann (Nancy)
SMITH	John (Raccoon Jack) Reverend
JEFFERSON	Martha (Patsy) Mrs

Typographical Errors

List each entry exactly as written, even if abbreviated or misspelled. Unless it is an obvious typographical error given the relationships of one typewriter key to another, do not second-guess the entry. Add “[sic]” after the First/Middle/Other name to indicate that this is exactly how the name was listed in the record. This allows a proofreader to recognize that this entry is not a typographical error. See example below:

<u>Surname</u>	<u>First/Middle/Other Name</u>
AMDERSON [SIC]	Mideltom [sic]

The phrase [sic] in brackets means, “as is” or “thus” in Latin, and indicates that this is how the name appeared in the original. Do not change the spelling of the entry or remove [sic] from the entries.

Variant Spellings

Be attentive to spellings of names such as: Catherine – Catharine – Catharin – Kathryn – Katherine. It is important to note these kinds of differences and to retain them in the index as they appear in the original. Do not include question marks in the index.

For a surname with several variant spellings, for example John Mayer (Maher?), enter them as:

<u>Surname</u>	<u>First/Middle/Other Name</u>
MAYER	John
MAHER	John

Royalty

Full royal names should appear in column one. The name/title/numeral/country may be longer than the space allotted for column one, but it will wrap around. Even though it may not be visible, it is there and will print out in the index properly. Gentlemen and ladies of title are entered as follows:

<u>Surname</u>	<u>First/Middle/Other Name</u>
HENRY VII KING OF ENGLAND ELIZABETH OF YORK TUDOR	*This is an example of a line that wraps around and disappears*
MARSHALL	Edmund Earl of Richmond
WREN	Gilbert 4th Earl of Pembroke
EDWARD	Sir Christopher Prince of Wales

Junior & Senior in Names

Enter a person who is a Sr, Jr, 2nd, 3rd, 4th, etc. as follows (without commas or periods). Do not use roman numerals unless the person is royalty. See examples below:

<u>Surname</u>	<u>First/Middle/Other Name</u>
PALMER	John Jr
REMICK	Isaac 3rd

Names of American Indians, Enslaved People, People of Color, and Indentured Servants

If the record states the person is an "Indian" or Native American index the person's name with American Indian in parenthesis, as done below:

<u>Surname</u>	<u>First/Middle/Other Name</u>
TALLCHIEF	Maria (American Indian)

Often in records people of color were listed with an annotation about themselves. It is necessary to acknowledge and record everyone and to also note what was written in the original record. One example for instance, in wills enslavers often deeded enslaved people to their own children "and their heirs forever."

If the record states the person is a "slave" index the name with "Enslaved Person" in parenthesis. If the person is listed without a surname use the term enslaved person in the surname column. See examples below:

<u>Surname</u>	<u>First/Middle/Other Name</u>
KNIGHT	John (Enslaved Person)
HENRY	Moses (Enslaved Person)
ENSLAVED PERSON	Violet
ENSLAVED PERSON	Ben

Another example may be found in church records where there may be a notation next to a list of members, such as "a free man" or "woman of color." Many of these men and women will have surnames listed. If so they should be cross-referenced.

If the record states the person is a person of color index the name with this information in parenthesis as:

<u>Surname</u>	<u>First/Middle/Other Name</u>
MARSHALL	Samuel (Man of Color)
MARSHALL	Tabitha (Woman of Color)

If the record states the person is a free man or woman of color, index the names with this information in parenthesis as:

<u>Surname</u>	<u>First/Middle/Other Name</u>
JONES	George (Free Man of Color)
DUVAL	Ann (Free Woman of Color)

If the record states that the person is "indentured" index the name with "Indentured Servant" parenthesis as:

<u>Surname</u>	<u>First/Middle/Other Name</u>
SMITH	William (Indentured Servant)

Names of Women

If a woman has been married multiple times, her name needs to be listed with every succeeding surname in addition to her maiden name.

Example: A marriage record says Elizabeth Ann Anderson married Henry Wadsworth Warren. The index will show:

<u>Surname</u>	<u>First/Middle/Other Name</u>
ANDERSON	Elizabeth Ann
WARREN	Henry Wadsworth
WARREN	Elizabeth Ann Anderson Mrs

Unfortunately, Henry Warren dies and Elizabeth Ann Anderson Warren marries a second time to Roger Meriwether. The index will show:

<u>Surname</u>	<u>First/Middle/Other Name</u>
MERIWETHER	Roger
MERIWETHER	Elizabeth Ann Anderson Warren Mrs

Titles such as Mrs, Relict, Widow should be capitalized and have no periods, parentheses, or brackets.

Questions on Gender

Sometimes “typical” male names are given to women and conversely “typical” female names are given to men. (Remember Johnny Cash’s song *A Boy Named Sue*?) If necessary, to avoid confusion, make a gender notation when appropriate, such as:

<u>Surname</u>	<u>First/Middle/Other Name</u>
HARDY	Sue Edward (Male)
LOVELACE	Stuart Hart (Female)

Partially Recorded Names

Sometimes the person transcribing the record is unable to read the entire name but some of the name is legible. Please use dashes to indicate missing letters. Use as many dashes as there are missing letters. Recording what is legible may be important to someone and it should appear as follows:

<u>Surname</u>	<u>First/Middle/Other Name</u>
HAV---AM	Joannah
TAY---	---tha
JACKSON	--drew

Missing Last Names

If a last name is illegible or omitted from the document mark it as unspecified. Only do this with last names. Simply leave first names blank if there is no identifiable first name

<u>Surname</u>	<u>First/Middle/Other Name</u>
UNSPECIFIED	Robert

Names with Mc, Mac, O', Van, etc.

When listing such names as Paddy McBride, Angus MacTavish, Patrick O'Quinn, Eric Vanderhoven, Margaretta Van der hoven, Birgitta von Steuben, and the like, enter them as follows:

<u>Surname</u>	<u>First/Middle/Other Name</u>
MCBRIDE	Paddy
MACTAVISH	Angus
O QUINN	Patrick
VANDERHOVEN	Eric
VAN DER HOVEN	Margaretta
VON STEUBEN	Birgitta

This only applies to last names entered in the Surname column. If you need to enter a similar name in the First/Middle/Other Name column, then enter the name as written.

For example: Patricia McDuffy marries James Carter, she would be entered as:

<u>Surname</u>	<u>First/Middle/Other Name</u>
MCDUFFY	Patricia
CARTER	James
CARTER	Patricia McDuffy Mrs

French Names with Le, La, De, & Du

Names with Le, La, De, and Du may need to be entered multiple times with multiple variations on the name.

French names with de, du, or de la usually refer to French nobility. Surnames that begin with de or du should be indexed with those articles at the beginning of the surname.

Do not include "Le Chavelier de", as it translates to "The Knight of" and is not used in indexing.

When listing such names as Le Sr Duval, Le Sr de Mandolx La Paulu, Le Sr Rey (Gaspard), Le Chevalier de Framont, Florence de La Roche, and the like, enter them as follows:

<u>Surname</u>	<u>First/Middle/Other Name</u>
DUVAL	Le Sr
DE MANDOLX LA PALU	Le Sr
REY	Gaspard
REY	Le Sr
DE FRAMONT	
DE LA ROCHE	Florence

Volunteer Credit

Step 1 Indexing

Chapter GRC credit

When creating an index to be added to the end of a GRC Report credit is awarded with the submitted Report. For each complete page of an index that is single spaced with two columns, 4 pages worth of credit is assigned. The document *GRC Pin: How to Track Personal Credit for the GRC Pin* [GRC-WP-4001] will aid volunteers in understanding how credit is awarded.

As of 2021, credit for Step 1 Indexing can be applied to the Genealogical Records Committee pin. Visit the committee page for more information on the pin.

Step 1 Indexing does not count towards the Bookworm pin.

Step 2 Indexing

There are two possible ways to credit for the GRC Indexing project. A member must select between either VIS Credit or Bookworm Credit. The same service cannot be counted towards both pins but both pins may be earned with 200 hours of service.

VIS Pin Credit for GRC Work

A member may receive credit for hours spent indexing books for the Genealogical Records Committee (GRC) when she has spent 100 hours retyping or indexing for the Genealogical Records Committee.

For more information about the VIS Pin see the “How to Earn a VIS Pin” webpage (<https://www.dar.org/members/committees/national-committees/volunteer-information-specialists/how-earn-vis-pin.>)

DAR Bookwork Credit

To earn DAR Library Bookworm credit, a member must produce a specific number of index entries. A minimum of 2,300 credits is required to purchase the DAR Library Bookworm pin. A gold bar which may be attached to the DAR Library Bookworm pin may be earned after the initial 2,300 entries. Each gold bar will be engraved with the number of entries of the next level earned. See table below for levels.

Award	Additional Entries	Total Entries
Book Worm Pin	---	2,300
Initial Gold Bar	4,600	6,900
Additional Gold Bar	23,000	25,300
Additional Gold Bar	50,600	52,900
Additional Gold Bar	115,000	117,300
Additional Gold Bar	230,000	232,300

For more information about the Bookworm Pin see the “Do you have the Bookworm Pin?” page (<https://www.dar.org/members/committees/national-committees/genealogical-records/do-you-have-bookworm-pin.>)