

Onondaga County Public Library – Local History and Genealogy Guidelines for submitting Genealogy Queries

LHG cannot do research or “find” your family tree. We can and do answer queries – eagerly. Please limit your queries to one surname at a time and 2-3 questions at most about that surname. What is a query?

A genealogical query is a request for information about a specific genealogical surname and given name which may or may not include birth date, date of death, marriage dates and other similar dates. There are many other pieces of information which can be included in the query including locations, specific events and spouse and/or children.

Queries should include as much identifying information about specific individuals and locations as possible. You should have at least one time frame and one locality. The three basic genealogical dates are birth, marriage and death. If you have varying localities for these three events, or know of other places where an individual of your family resided, what his or her occupation was, please include that, too, because it will provide more opportunity for the researcher to recognize your line and help you. The more detail you can include, the better opportunity for success.

Examples of some frequently requested searches:

- We will do a 5 year search of the NYS Vital Records Index, for no fee. If you request a longer time frame search, the charge is \$5 for each additional 5 years – for each name searched.
- We will do a search of the Syracuse newspapers online for death notices/obituaries for no fee. If that is not successful and you have a good date of death we will search the newspapers on microfilm for a fee of \$5.00 for 5 days.
- For paper copies we charge .25 cents per page and \$1.00 mailing fee.
- We will make copies from our books/family manuscripts/microfilm within accordance of the copyright laws.
- We will search the city directories and other resources upon request.
- We will give guidance and suggestions when you hit the proverbial brick-wall.
- **And more...**

Please feel free to send us your queries:

- By email lhg@onlib.org
- Telephone 315-435-1900
- U.S. Post - Onondaga County Public Library, Local History/Genealogy
447 So. Salina St., Syracuse, NY 13202

Donations are always welcome, and gratefully accepted.