

Genealogy requests

Genealogy materials rarely circulate via ILL. Most ILL participants are willing to copy sections of these materials upon request. **When placing a genealogy request in Peabody, the requesting library must provide the following information:**

- Whether the patron requires a full physical copy of the book or if scans of specific sections would suffice. Most ILL participants fill electronically through email or through the OCLC Article Exchange, but some do mail physical copies.
 - Scan requests could include any Table of Contents (ToC)/Index, page numbers, names of individuals, dates, locations, etc.
- Whether the patron is willing to pay an additional fee for any loans/scans. Many holders of rare genealogy items are non-reciprocal ILL participants and will charge an additional fee outside of shipping or the \$5.50 service fee charged to non-WPLC libraries for ILL services.

Example: Placing a genealogy request in Peabody

A patron is doing research on their relative “Wrestling Brewster” and is seeking a copy of “The Brewster Genealogy, 1566 – 1907.”

1. Verify the item in WorldCat and copy the bibliographic data needed for normal ILL requests.
2. Log into Peabody
3. Click “Add Requests”

4. Click “Select Format” and choose one of the following options-
 - a. Select “Book” (or whatever format the item is), fill out the standard bibliographic information, and include a note about what scans (if any) would be sufficient to fill the request.

OR

- b. Select “Copy” and enter notes for specific sections the patron is seeking.

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------------------------------------------------------|-----------|
| Home | Add Requests | Search Your Requests | Search Yc |
| Format: <input type="text" value="Copy"/> | | | |
| Author/Performer <input type="text" value="Jones, Emma C. Brewster"/> [lastname, firstname] | | | |
| Title (avoid using double quotes in the title) <input mayflower.\""="" type="text" value="The Brewster genealogy, 1566-1907 : a record of the descendants of William Brewster of the \"/> | | | |
| Publisher: <input type="text" value="General Society of Mayflower Descendants"/> | | Date: <input type="text" value="1908"/> | |
| | | OCLC, ISBN, etc. number: <input type="text" value="1611642"/> | |
| Notes. Indicate other details here like number of discs in the set, Large Print, edition, unabridged, Maximum Cost your are willing to pay (MAXCOST: \$5) etc. <input type="text" value="Table of Contents, Index, dates associated with Wrestling Brewster"/> | | | |
| Patron Info: (for library use only) <input type="text"/> | | | |
| If this is a Periodical... | | | |
| Periodical Name <input type="text"/> | | | |
| Volume/Page/Date: [v.16 no. 5 / p. 23-27 / Feb. 2, 2001] <input type="text" value="2"/> | | | |

5. Click “Save Request”

Note: If more information is needed by WPLC or the OCLC holder to fill this request, WPLC will email your ILL contact to notify them. If a response to this email is not received within seven business days, the request will be marked “Unfilled”.