



Using the FamilySearch Digital Library

"How to" Guide, Beginner Level: Instruction

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GOAL

Learn how to use the FamilySearch Digital Library

INTRODUCTION

The FamilySearch Digital Library can connect you to genealogy books containing the stories of your ancestors and lead you to new discoveries. This Digital Library contains over 500,000 genealogy books, family histories, maps, yearbooks, and more. The Digital Library (books) is composed of items that have generally been published and are compiled from secondary or tertiary sources. Due to the nature of these sources, which are processed and published in different formats, the Digital Library is separate from the FamilySearch Catalog. The FamilySearch Digital Library is easy to access through the FamilySearch home page where one may readily find Digital Library Partners.

HOW TO SEARCH THE DIGITAL LIBRARY

Start at the FamilySearch homepage and click on the "**search**" button. When the dropdown menu appears, choose "**Books**." This will redirect you to the FamilySearch Digital Library home page. On this page, one may search by "**Keyword**" or use the "**Advanced Search**" setting. The Advanced Search setting provides the following search options:

Keyword: Using key words to search the digital library will yield more search results.

Title: When searching by title, and exact title is required.

Subject: Subject categories are based on the Library of Congress classifications: general works, philosophy, science, history, geography, law, education, music, fine arts, language and literature, medicine, agriculture, technology, military science, naval science, bibliography, etc.

Author: Searching by author is another exact search.

Search any field individually or multiple fields simultaneously. Remember, that the more focused the search, the narrower the results. When searching, one can use quotations to keep a string of words together as a single unit.

Example: if searching for German English Genealogical Dictionary, the results will yield, "Cassell's German and English Dictionary" as the first entry of 495,972 results. The search yielded everything in the Digital Library that includes the words "German" "English" "Genealogical" and "Dictionary." However, the search criteria will change if quotations are added. Search "German English Genealogical Dictionary." The Keyword search box will include drop down menu prompts, for this entry the following prompts will appear:

dictionaries, English, German, genealogical, genealogy, Germany, genealogists. Click enter, and the results shown will be reduced to 191. One can sort of the results by title and relevancy, with the added ascending or descending feature. The results can be viewed in list view or grid view. The number of results per page can be changed at the bottom of the page to 10, 20, or 50 results per page.

If you are unsure of how to search, click on **VIEW SEARCH TIPS** just beneath the green **SEARCH** box. Search by **Exact Phrases**, with quotations, or use the Boolean Search feature. Boolean Operators are simple words that help narrow search results. They are set between the subjects, titles or key words being searched for. The Boolean Operators are AND, OR, and NOT (all capitalized) between search terms. Or search by Wildcards. Use a single asterisk to replace one or more characters.

The More About Searching button will redirect you to the FamilySearch research wiki page "Searching the FamilySearch Digital Library."

PRACTICE

1. In the Advanced Search Setting in the Keyword field enter George Washington Family Book, between the Keyword and Title field, click on the dropdown menu for OR
2. Enter the Title field George Washington. Between the Title field and Subject field, click on NOT
3. In the Subject field, enter "General." Between the Subject and Author field, leave everything between the subject and author fields blank.
4. Click Search.

This search results in 532,317 search results. To filter this number of results to a more granular search, see the left side of the page, in the gray field, beneath the Search fields, filter by:

Creator:

The Creator is whatever entity has created the book.

Subject:

Each book can have multiple subjects.

Language:

Indicates printed language, and how many languages the book is printed in.

Owning Institution:

Where the book is housed. Note: This indicates other partnering libraries that may provide different levels of access. This feature is also useful if wanting to use the interlibrary loan service.

Access Level:

Public:

Protected:

Full Permission:

Limited Permission:

Member Permission:

The subject refinement fields only allows you to search by one criterion per category. There can be under each field a MORE feature. This feature allows for more categorical information.

To View the Digital Book:

Click on either the title, “George Washington,” click on the image of the book, or click on the View Inside feature. The digital book viewer page will appear, with the cover page of the book front and center with the tool bar (black ribbon) above the image. Use the following tools to:

Page Viewer:

Number of pages viewable:

This feature allows access to pages by number.

Left and Right Rotation

Adjust the Contrast

Reverse: this tool turns the image into a negative image.

Show/Hide Information boxes: This allows the image to zoom in and out on the exhibited page.

Layout:

Thumbnails

Flipping Picture: through side by side exhibited pages
single page view

I: Information for sourcing and citations

Magnifying glass:

Use this OCR search field to search entire text. Search results will appear beneath the search field.

Show Text: No images, searchable OCR text

Download

Print

Share:

This feature allows for the Book link to be share by email or to social media platforms.