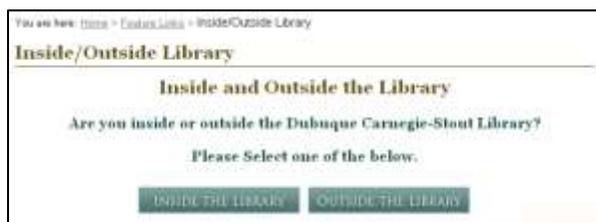


Introduction to HeritageQuest Online

HeritageQuest is an online database of historical and genealogical data. It includes the United States Census, books of local and family history, newsletters and periodicals from various genealogical research groups, and several other resources. The library's subscription allows anyone with a library card to access the database inside the library and any Dubuque resident with a card to access the database from home.

In the library, you can get to HeritageQuest either on the computers in the Internet Service Center or on any of the catalog computers. The Internet Service Center computers will offer you a better interface, a more comfortable chair, and the ability to save information to a disk, but can only be used for an hour and a half a day. At a catalog computer you'll probably end up on a stool rather than a chair and will have a less helpful interface, but won't have a time limit. Either type of computer will let you print what you find.



From an internet computer, you'll get to HeritageQuest through the library's website (the library's web address is printed on your library

card, and the library site is the homepage on all the computers in the Internet Service Center). On the library's page, you'll find a maroon ribbon near the top of the page with several menu options

printed across it. Move your mouse over the phrase "E-Branch Library" and a small menu will appear; in this menu, click on "Library Research Databases." You'll be taken to a page that asks whether you're inside or outside the library. Click on "Inside the Library." This will take you to a list of all the databases available inside the library. Click on the HeritageQuest link and you'll be taken to the database.



To get to HeritageQuest from a catalog computer, click on the “Online Databases” tab at the top of the screen. This will take you to the list of databases available in the library. When you click on the HeritageQuest link, HeritageQuest will open in a new window. I strongly recommend that you maximize this window (use the middle of the three buttons at the top right corner of the window). The catalog computers are set up to prevent people from



accessing the internet or using other programs, so they can be a little bit difficult to work with. One problem is that

if you switch from your new HeritageQuest window back to the window with the database list your HeritageQuest window will be lost.



Maximizing the HeritageQuest window will help keep this from happening. You’ll also notice that you don’t have a navigation

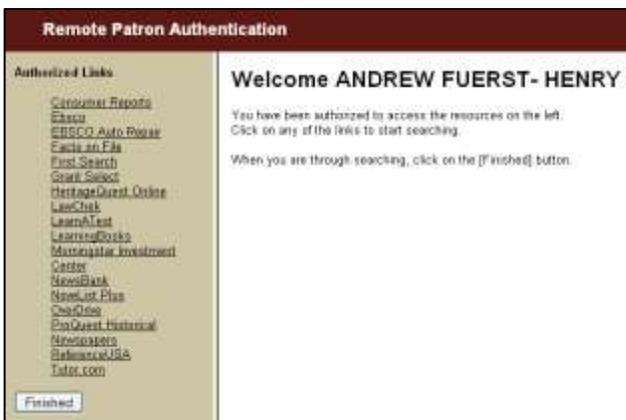
bar across the top of your window, meaning you don’t have forward and back buttons. You’ll have to move around with the links on the page (this isn’t difficult, but may be different from what you’re used to).



Accessing HeritageQuest from home is a lot like accessing it on one of the Internet Service Center computers. You’ll go to the library homepage and click on “Library Research Databases” in the “E-Branch Library” menu. When you get to the page that asks whether you are inside or outside the library, click on

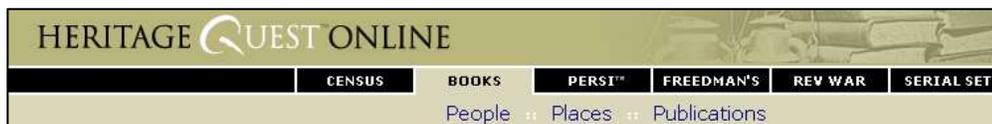
“Outside the Library.” This will take you to a page that asks for your borrower ID (which is the entire fourteen digit number off the back of your library card) and your borrower PIN number (which should be the last four digits of your phone number). We get a lot of calls from people who have problems at this point, and

they are almost always one of three things. First, a patron will change phone numbers without letting us know or changing their PIN, so when they try to enter their new phone number it won't work. Second, a patron will change their PIN to something other than the last four digits of their number and then forget they've done so. Third, Dubuque residents' library cards need to be renewed every three years. This is just a quick address and phone number check and can be done over the phone. Please don't hesitate to call the Information Desk if you have trouble logging in. Once you've entered your barcode number and PIN, you'll be taken to a page with a list of the available databases. Click on HeritageQuest to be taken to the database.



However you get to HeritageQuest, the first thing you see there will be a page asking you to choose which type of document you want to search. A short description of each category is included, making it fairly clear what each link leads to. After you select an option off of this page, you'll use the main tabs along the top of the page to move between

databases. In most of the databases, the tan space just underneath the main tabs will give two or three options for different ways to access the data.



Census

The first link is to their database of census information. HeritageQuest gives us four ways to search these records. However you search, it's important to

remember that HeritageQuest has only recorded the names of the head of the household. If you're looking for a wife, a child, a lodger, or anyone else who wasn't recorded as the head of the household, you'll have to find the head and then look at the scanned census form to see the other household members. The basic census search allows you to enter first and last names and to specify a census year and state. This may be sufficient for many searches, but you can click the "Advanced Search" tab to be given more search options. An advanced census search gives all the options from the basic search but also allows you to further specify the location by county and ward or township and to search by age, sex, race, or birthplace. Remember that age, sex, race, and birthplace weren't part of the census form before 1850 so entering something into any of these boxes will automatically limit your search to 1850 and later. The third census tab allows you to jump directly to a specific page of a specific census. The final census search option is to browse by location. Click on "Browse" on the tan bar underneath the main census tab. When using the browse function, you'll provide successively more specific locations until you've chosen a township, at which point you'll be taken to a scan of the first page of the original census form for that township.

Search Census

Basic Search | **Advanced Search** | Browse by Town Number

Surname:

Given Name:

Census Year: All

State: All

SEARCH CLEAR SEARCH

Search Census

Basic Search | **Advanced Search** | Browse by Town Number

Surname:

Given Name:

Census Year: All

State: All

County: BROWSE

Location: BROWSE

Age: All

Sex: All

Race: All

Birthplace: BROWSE

*Age, sex, race, and birthplace available only for 1850 forward (with the exception of 1881). Entering values in these fields will return results for 1850 forward only.

Browse by Census by selecting options:

1. SELECT CENSUS YEAR: 1910
2. SELECT STATE: Iowa
3. SELECT COUNTY: DUBUQUE
4. SELECT LOCATION: 5-WD DUBUQUE

1-WD DUBUQUE
2-WD DUBUQUE
3-WD DUBUQUE
4-WD DUBUQUE
5-WD DUBUQUE
CASCADIA TWP
CENTER TWP
CONCORD TWP
DODGE TWP
DUBUQUE TWP
SCOTIA TWP
JEFFERSON TWP
LIBERTY TWP
MOGLEN TWP
NEW WINE TWP
PERU TWP
PRAIRIE CRK TWP
TABLE MOUND TWP
TAYLOR TWP
VERNON TWP
WASHINGTON TWP
WHITEWATER TWP

Books



The next database in HeritageQuest searches their collection of digitized books. When you click on “Books” in the main tabs, you’ll be taken to a screen that asks whether you would like to search by people, place, or publication. There is no meaningful difference between the people and place searches, either page will let you enter both person and place names as search terms. The “Publications” page will allow you to browse through all of their books by title. This page also contains a link to a page to search for specific publications with a variety of search terms. The tan bar underneath the main tabs has links to switch between searching by people, place, and publication.

PERSI

The next database, PERSI, is a collection of digitized local history and genealogy periodicals. As with books, you’ll first be taken to a page asking how you’d like to search the database. You may search by people, places, how-to, or publication. The people search is much like the people search in



the books database; it allows searching by surname, general keyword, and periodical title. The places search is a bit more complicated, asking you to specify whether you're searching for something in the United States, Canada, or other countries. Alternately, you can click "Advanced Search" to be taken to a page that will allow you to search one or more countries at a time without switching between tabs. The publications search in PERSI is somewhat different from the publications search for books; you can either click a letter to jump to an alphabetical list of titles or use the search box to enter title keywords. The fourth search option in PERSI, "How To's," searches the same database of periodicals, but limits the results to articles about how to conduct genealogical research. You may search by keyword and use the dropdown menu to select the type of record you'd like to know how to use. You can use the links on the tan bar underneath the main tabs to move between search types.

Freedman's

This small database contains the names of those who had accounts with Freedman's Savings and Trust Company, a bank established in 1865 to serve freed slaves. You may search by first and last name, with the option to use the Soundex function on the last name to account for spelling variations. You may further qualify your search with the year in which your subject applied for an account and to bank location at which they did business. Clicking "Browse" on the tan bar underneath the main tabs will allow you to browse through the scanned lists of names from a given bank location.



The screenshot shows the 'Search Freedman's Bank' interface. It features a search form with the following fields: Surname (text input), Given Name (text input), Surname Spelling (dropdown menu set to 'Exact'), App Year (dropdown menu set to 'All'), and Bank Location (dropdown menu set to 'All'). There are two buttons: 'SEARCH' and 'CLEAR SEARCH'. A sidebar on the left contains a link: '? Read more about Freedman's Bank'.



The screenshot shows the 'Browse Freedman's Bank' interface. It features a 'Browse Freedman's Bank Images by Branch Location' section. There is a 'Branch Location' dropdown menu set to 'Huntsville, AL' and a 'BROWSE' button. A sidebar on the left contains a link: '? Read more about Freedman's Bank'.

Rev War

This database contains the names of Revolutionary War veterans who applied for either pensions or bounty land warrants. It may be searched by first and last name, state, and service. This database may not be browsed.



The screenshot shows the 'Search Revolutionary War' interface. It features a search form with the following fields: Surname (text input), Given Name (text input), State (dropdown menu set to 'All'), and Service (dropdown menu set to 'All'). There are two buttons: 'SEARCH' and 'CLEAR SEARCH'. A sidebar on the left contains a link: '? Read more about Rev War'.

Serial Set

[Read more about U.S. Serial Set](#)

Search U.S. Serial Set

Search for information about people and places in the Memorials, Petitions and Private Relief Actions of the U.S. Congress.

Person Name: Ex: Smith, John, John Smith [\(More\)](#)

Place Name: Ex: El Paso, Wayne County, Puget Sound [\(More\)](#)

Keywords: Ex: teacher, tribe, election, Civil War [\(More\)](#)

Document Date Range: All dates ▾

This database contains Memorials, Petitions and Private Relief Actions from the United States Congress. They may be searched by person name, place name, or keyword and limited with a date range. This database may not be browsed.

General Controls

As you move through HeritageQuest, you'll always see the same four options in the top right corner of the window: Results List, Notebook, Search History, and Help.

“Results List” will return you to the results page of the last search you



executed. “Search History” will show you a list of past searches on your computer. Your past searches are stored in the temporary internet files on your computer, so how long they're kept will depend on the settings on your computer.

“Help” will open a new window with information about the page you're currently at (so if you click help while performing a census search you'll get census help).

The notebook is a more complicated feature that can only be used with census or book records. When looking at a results list for a census or book

search, you'll find check boxes to the left of each result. Clicking this box will save the corresponding record to your notebook. Clicking the "Notebook" link will take you to a list of all the records you have saved. Once here, you'll be able to email, print, or download the records. You're also able to click "Take notes" to save a short note about the record, which is a nice feature. Like the search history, your notebook information is saved in your temporary internet files.

Whichever part of HeritageQuest you're searching, there are a few advanced techniques you may find useful. First off, you can use two different wildcard options. Putting an asterisk (*) at the end of the word will return words that start with the letters you've provided, regardless of how they end (so a search for "will*" will return "will," "willie," and "william"). A question mark (?) works a bit differently; it's a wildcard for just one letter (so a search for "li?a" would return both "lisa" and "liza"). Searching for a phrase in quotation marks will only return records that contain those words in that arrangement (so a search for "clear lake" will not return every record that contains "clear" and "lake" separately). HeritageQuest's help section has descriptions of how to use several more advanced search options.