



Journey to the West of the West: The Sutro Library's Genealogy Collection

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Sutro Library Resources

- Website – for more information on our services and collections visit:
 - Main webpage (www.library.ca.gov/sutro) – for an overview of the Sutro Library collections and happenings.
 - Genealogy webpage (www.library.ca.gov/sutro/genealogy) – for information on our Genealogy Collection and how to access remotely. This will be a great place to review what was covered in the presentation.
 - Programming webpage (www.library.ca.gov/sutro/genealogy/programming) – for information on our upcoming presentations as well as details of past events with links to recordings.
- Telephone Directories on Microfiche Database (www.library.ca.gov/sutro/genealogy/phone-fiche/) – search the holdings for the Sutro Library's telephone directories on microfiche covering the 1970s – 2000s.
- Social media – follow us on Instagram, Twitter, and Facebook @SutroLibrary.
- Blog (thesutrolibrary.wordpress.com/) – check out posts on *The Sutronian* which offer another way to learn about our collections.
- Bay Area Genealogy Calendar (www.library.ca.gov/sutro/genealogy/calendar/) – find local and family history events in the Bay Area on this calendar.
- Monthly email newsletter (www.library.ca.gov/mailling-lists/) – sign up to receive information on upcoming events and happenings at the Library. *Sutro Library Updates* is sent the first week of every month.

California State Library catalog

Visit the catalog (catalog.library.ca.gov) to discover what's in the California State Library holdings. Here are some tips to help you on your search:

1. Try searching by subject term or location and record of interest.
 - a. For example, Philadelphia director*
 - b. The asterisk (*) brings up variations of the word "directory" in your results
2. To narrow results and see what is in the Sutro Library's holdings, choose library filter on left-hand side under "Tweak your results" and then click "Sutro Library."

- a. Keep in mind if you go back and modify your search terms, you will need to select the filter again.
3. Dismiss the yellow banner that says “Sign in to get complete results.” This refers to results that may appear from databases the Library is subscribed to. If you are a State worker, you are able to get a library card and access some of these databases remotely.
4. Once you find a title of interest, click on a subject associated with that title to find related items. This will be located in the “Details” section of the catalog record in [blue](#) text.

Genealogy Hub & Toolkit

The Hub (www.library.ca.gov/collections/genealogy/) and Toolkit (www.library.ca.gov/collections/genealogy/toolkit/) provides:

- Tips and strategies for research (helpful for all levels).
- Helpful links to outside sites that supplement the collections of the State Library. These are organized by culture or region and subject or type.
- The State Library’s pedigree chart creator (aka four-generation chart).

Online Archive of California

- Visit this catalog (oac.cdlib.org/) of archival finding aids (aka inventories) of primary source collections in libraries, archives, and other institutions across California.
- Search by keyword, collection, location, or institution.
- And browse the Sutro Library finding aids (bit.ly/OAC-Sutro).

Visiting and Contacting the Sutro Library

- Open for walk-ins Tuesdays thru Thursdays, 10am – 4pm
- If you need to look at anything in our closed stacks, i.e. the Vault, then you will need to book an appointment at least 72-hours in advance (libraryca.libcal.com/)
- Reading Room is located on the 5th floor of the J. Paul Leonard / Sutro Library on the San Francisco State University campus.
- Information on parking can be found on the visiting section of the Sutro Library’s website or feel free to contact us (www.library.ca.gov/sutro/visiting/)
- Email at sutro@library.ca.gov or call (415) 469-6100.
- Use Ask A Librarian on the California State Library website (bit.ly/AskALibrarianCSL)

Tips for what to do with your research

- Sutro Library considers donations of family papers, artifacts, and published hardbound family histories.
- We cannot accept genealogical research notes and/or photocopies from other publications.
- Those who are interested in supporting Sutro Library, please contact the Library Director, Mattie Taormina at Mattie.Taormina@library.ca.gov