

## MEMBERS' INTERESTS INDEX

### Background

The society established the Members' Interests Index to assist members researching specific surnames in making contact with others who may be researching the same family. A consolidated index containing details of over 21,000 surnames being researched was published in book form in 1994 with two later supplements on microfiche. More recently, interests have been published on CDROM and the latest of these, published in 2006, is available from the society's bookshop. Interests notified to the society are published as supplements to the Manchester Genealogist. Newly notified interests are published in strict order of receipt. Please note, however, that the cut off date may be earlier than the copy deadline for the next Manchester Genealogist. Interests notified will usually be published in the next but one issue at the latest.

A consolidated index of Members' Interests is kept on computer in the library at Clayton House for members visiting the library. This has the advantage that in addition to searching for members researching a specific surname, it is possible to identify members researching families in a specific place or to list all surnames being researched by a particular member. Newly notified interests are added to the computer index following publication.

### Members' Interests on the Internet

An "anonymous" database of members' interests is published on the society website. In this, the submitter of each entry is identified only by society membership number. Those members who wish to have a facility added to this for enquirers to send them an e-mail message should complete the green form to authorise use of their e-mail address for this purpose. Please note that e-mail addresses will NOT be visible to enquirers nor accessible to organisations which gather such information to send out unwanted material (spam).

### Completing the Submission Form

The form overleaf is provided for you to submit your surname interests for publication or to amend details of those interests already published. When completed it should be sent to Clayton House and the envelope marked "Members' Interests". Please note that each member is restricted to a maximum of 20 entries (40 for joint or family members). The following notes are provided to assist you. Please read them carefully before completing the form.

- All Entries: Please write clearly using BLOCK CAPITALS throughout. There is a maximum imposed on the number of characters (including spaces) permitted in any field. This is shown at the head of each column on the form. **We will truncate any entries which exceed these limits.**
- Ancestor Surname: Please enter the surname only. **Forenames will not be included.** Please put variants of the surname on separate lines i.e. enter separate lines for LOW and LOWE rather than LOW(E).
- Known From & To: Indicate the years between which you have information relating to the family at the place specified in the "Place Name" column. This may be entered either in the form 1775-1892 or 18c - 19c. It will provide a guide to members trying to match names and dates.
- Researching From & To: Enter the years between which you are interested in obtaining information or put "ALL" in the "From" column.
- Place Name: Enter the name of the city, town, parish or village in which you are researching. If more than one place, please put each on a separate line.
- County & Country: Enter the codes for the county (or state) and country which can be found by reference to the associated list. If you cannot identify an abbreviation, please enclose a note with your form.
- Type: Please leave blank if this is a new interest. If you are changing an existing entry put **C** in the Type box and circle the fields which you have changed. If you wish to delete an entry, copy the existing details onto the form and put **D** in the Type box.