

# Welcome to the New Zealand Society of Genealogists



## Guide to Members' Services (Gen-Guide 1)

We are delighted you have joined the NZSG and wish you an interesting and rewarding journey as you trace your family back through the years.

You are joining thousands of other members across New Zealand, Australia and other countries who share your passion for genealogy and family history.

Together, we can help you learn new research skills, locate repositories as well as records from our library, online and in your community. We can help you master software, introduce you to the complexities of worldwide family research, start you on your whakapapa journey and even help you learn to read old handwriting. We have branches, education resources, NZSG events and a dedicated band of volunteers and skilled researchers only too willing to help.

### What's in this guide?

This is your introduction to the NZSG and the benefits you receive as a member. It includes information about:

- research services
- the Family Research Centre (FRC) and the NZSG Library
- member-only record collections
- branches and interest groups
- education

This booklet gives links to services available on our website [www.genealogy.org.nz](http://www.genealogy.org.nz). Please log in to access the links contained in this guide.

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**New Zealand Society of Genealogists**

**Te Rangapū Kaihikohiko o Aotearoa**

*Family history - Preserving our past for the future*



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## Contact Us

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Auckland, New Zealand

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Auckland 1741, New Zealand

Telephone 09 570 4248

Email: [nzsg-contact@genealogy.org.nz](mailto:nzsg-contact@genealogy.org.nz)  
Website: [www.genealogy.org.nz](http://www.genealogy.org.nz)

## Membership benefits

By becoming a member of the NZSG, you can gain access to wide range of resources, services and expertise across New Zealand, including:

- members only area on the NZSG website
- our journal – *The New Zealand Genealogist*
- Family Research Centre (FRC) and NZSG Library and the New Zealand and specialist collections with free and paid access to websites
- members-only record collections
- members-only research services and resources
- free access to digitised content at the UK's National Archives through their Discovery website
- free access to Gale Historical Newspapers
- access to certificate purchasing services
- the opportunity to participate in creating indexes.

### NZSG website

[www.genealogy.org.nz](http://www.genealogy.org.nz)

You will find information on all of the NZSG's products, services and membership benefits on our website.

### Getting a password for the Members Area:

You create a password when you join. If you have any queries about your password please contact the webmaster –

[Webmaster@genealogy.org.nz](mailto:Webmaster@genealogy.org.nz)

### Sitemap

There is a lot on our website! Use the [Site Map](#) to find resources quickly.

### e-KIT

Our regular newsletter *e-KIT* (Keeping In Touch) will be sent to you via email. It contains updates on administrative matters as well as details of upcoming events that might interest you. We'll also update you on NZSG resources and services.

### Mem-List

Open to all members, Mem-List is a way to communicate with other members. It's a great place to get help! To join Mem-List, contact [forum@genealogy.org.nz](mailto:forum@genealogy.org.nz) from your membership email and provide your membership number.

### Journal

*The New Zealand Genealogist* is our official journal and is published four times a year. Each issue includes feature articles, readers' queries, information offered and wanted, book reviews, reunions and genealogical news, along with news about the NZSG, letters to the Editor, and branch and interest group news. Previous issues can be found on [our website](#).

We welcome members' submissions for all sections, including feature articles which are linked to the theme of each edition. Future themes are listed on the contents page of each issue. Themes, dates and deadlines are also published in the [Editor's Notes](#) on our website.

Further information on submission requirements, including formatting, can be found in the [Editor's Notes](#).

Enquiries or comments about content: [editor@genealogy.org.nz](mailto:editor@genealogy.org.nz).

### Forum

A recent addition to our website is our Forum. This is available to all members by logging in to the website and looking under *Get Involved*. Currently there are two topics – DNA and Other. More will be added as the Forum becomes more popular.

## NZSG Family Research Centre (FRC) and NZSG Library



**Address: Level 1, 159 Queens Rd, Panmure, Auckland**

The FRC and Library hold a wealth of research material including books, microfiche, microfilm, maps, computers, CDs and some sound recordings. Although strongest in New Zealand genealogy, family history and whakapapa, we also have specialist collections accumulated by our Interest Groups, including material covering the UK, Ireland, Europe, Australia, Africa, North America, Asia and the South Pacific. Our volunteers are on hand at all times to help with your research.

Here are just a few of our resources and services available to members:

- Access records on FamilySearch (we are an affiliate library)
- Pre-1856 New Zealand Marriage Records Collection
- Free access to Ancestry.com, Findmypast, The Genealogist.co.uk, and British Newspapers websites, Cornish Family History Database, Illegitimacies Database,
- Eight drawers of microfilms of some early NZ newspapers and Australian & New Zealand Shipping Passenger Records
- 28 drawers of microfiche including NZ vital records, cemetery collections, the IGI (International Genealogical Index) and other assorted records for New Zealand, Australia, England, Scotland, Ireland, Wales, Channel Islands and Isle of Man
- Access to over 500 CD-ROMS with data from NZ, Australia, UK, Ireland, Europe and the USA
- A large collection of laminated historical maps for England, Ireland and Scotland, including many large scale ordnance survey maps all available for photocopying
- Maps for New Zealand, Australia and other countries.

We also offer Scotland's People, a pay-per-view website. Our volunteers are on hand to help you narrow your search to make use of this as economical as possible.

**When are we open?** You will find [opening times and session charges](#) on our website. We are open most public holidays (except Good Friday and Christmas Day), but please check the website first or call the office (09 570 4248).

**Reserving books and fiche:** Please contact us at least three weeks before your visit. Materials may not always be available as we maintain a borrowing service.

**Meeting room:** The meeting room at the FRC is available for hire. Please contact the office for bookings and costs.

Some Library rules:

- Members can purchase a NZSG flash drive from reception to save downloaded files/images. Personal flash drives are not allowed to prevent viruses.
- Only clear plastic bags may be brought into the library. Satchels, briefcases, laptop cases, handbags and coloured plastic bags are not allowed. This is for our mutual protection as research material and handbags could be stolen.

# Access from Home

- We have free lockers for bags and other items.
- Only pencils may be used in the library. Pencils may be borrowed or purchased from reception. This is standard practice in archives and libraries worldwide.
- You can take your working notes into the library. Please ensure notebooks are labelled with your name. If you wish to take published reference works into the library, please label them clearly and show them to the librarian both when you enter and leave. The team leader on duty reserves the right to ask that large folders be left in a locker.
- You can take your laptop into the library, but the bag must be left in a locker. Laptop locks are recommended. WiFi is available - please ask for the access code.
- You can bring your phone into the Library to photograph items of interest for personal use.

## Research from home?

Whether you are in Timaru or Timbuktu, you can access all of the NZSG resources from home.

An email query can be sent to [ResearchService@genealogy.org.nz](mailto:ResearchService@genealogy.org.nz). FRC Volunteers will do look-ups on your behalf of anything that is available in our Library. They can also suggest avenues to explore to find an elusive ancestor or link.

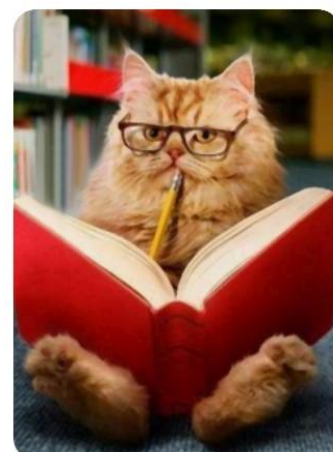
Books and microfiche from the NZSG Library may be borrowed and can be posted anywhere in New Zealand.

You can log into the NZSG website and gain access to the Gale collection of searchable online UK and USA Newspapers and the UK National Archives online databases (Discovery) for no extra charge. (Refer to page 12).

A request sent to the office holders responsible for Pedigrees Collection, First Families Collection, Pre-1856 New Zealand Marriage Records Collection or the Certificates Collection seeking information held about specific names you are researching may also yield useful results. (See page 10 for more details.)

**Postal service:** Members resident in New Zealand can use our postal borrowing service. Up to four items may be borrowed for up to four weeks. (Refer to details of cost on the website.)

[Our Library Cat](#) gives regular updates of new accessions to the Library and collections of books that might be of interest.



## Branches

We have a large network of Branches across New Zealand. Branches provide social interaction as well as being a huge source of research expertise. Like you, members will be researching in a variety of locations around New Zealand and overseas.

Branches can provide information on local events, education, meetings and links to the wider genealogy community. Join your branch for support, skills and camaraderie.

To find a Branch, have a look on our [Branch Finder](#).

## Interest groups

We have six interest groups covering England, Genealogical Computing, Ireland, Lower North Island Irish, Māori, and Scotland. These groups meet in Auckland, the Waikato and Wellington.

Interest contacts: There are contacts providing researchers with specific knowledge for Australia, NSW/ACT, Channel Islands, East India, Europe, Huguenot, Isle of Man, North America, Pacific Islands, Shetland Islands, and Welsh research.

For links to each group, visit our [Interest Groups/Area Contacts](#) page.



## Online Interest Groups

As people suggest them, we are starting online Interest Groups which members can access wherever they live.

### Online DNA Interest Group (ODIG)

Available only to NZSG members, this group has an online meeting on the last Wednesday of the month. There are also extensive resources on [our website](#) and through a Google Classroom.

### Scandinavian Online Interest Group

This group meets on the third Tuesday of September, October, November, March, April, and May. View [their page](#) on our website for information on how to join.

## Members' interests

You can use this online database to find others researching the same families or interests (eg a ship). Surname interests can be [added to our website](#). There are no restrictions on how many you may enter.

You can [search](#) names entered by other members. The database will let the other researcher know you are interested in making contact.

## Research Technique



Our [Getting It Right](#) resources have something for all levels of experience. They are split into three series:

- Starting Your Genealogical Journey
- Effective Research
- Sharing Your Family History

Each resource has a short video with accompanying notes.

*Getting It Right Extra!* has additional resources that can help you with your research technique



We have information on Best Practice which includes:

- [Guidelines](#)
- [Our code of Ethics](#) (pdf)
- [Citing Your Sources](#)
- [Copyright](#)

We have an ever increasing collection of [Video/Audio Presentations](#) and [Written Presentations](#) which you might find useful, including our [Monthly Presentations](#).

Further resources are in the pipeline so keep a look out for our *e-KIT* communications for more!

### Introductory Courses

If you are new to Genealogy, we run Introductory Courses either online or in person at the Family Research Centre. For further details of the upcoming courses, have a look at our [website](#).

### Q&A Online Sessions

Aimed at newer members and those who have completed the Introductory Course, these sessions are held on the first Tuesday of the month at 7:30 via Microsoft Teams. It is opportunity to ask questions and find solutions to problems that you may have as you are starting out or getting to grips with the myriad of NZSG resources. You can find the registration form and more information [on our website](#).

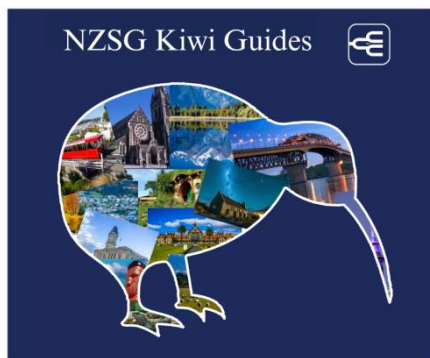
### Monthly Presentations

Join us on the last Thursday of each month at 7pm. We look at various NZSG services and resources. You can find a link to join us on the [Events page](#). Previous presentations are recorded and available on [the website](#).

## Kiwi Resources

If your research starts in New Zealand, then you will need Kiwi Resources. This is your guide to where to find records in New Zealand. It also includes tips on how to search certain databases.

As is the case online, we probably haven't included everything. If you have a useful website that we could add, please [get in touch](#).



## Kiwi Guides

There are lots of records available at a local level that may refer to your family or provide more information about their lives. [Kiwi Guides](#) is your way to quickly find them.

They are arranged into 21 districts. Entries for each district include local councils, libraries, museums and archives as well the local NZSG Branch and Historical Societies.

If you know of something that is missing from the Kiwi Guides, please [get in touch](#).

## Kiwi Collection

Our flagship research aid for finding family names from a diverse of array of sources. This database reflects the contribution of many thousands of hours of project work, by hundreds of members over the lifetime of the Society.

The Kiwi Collection includes cemetery records, school admission records, probate indexes, NZSG Records Collection indexes, and various other records. Records can be national collections or niche collections relating to a specific area, occupation or event.



The [Kiwi Collection](#) webpage gives more information on what is inside the Collection. It is updated twice a year so the number of records is always increasing. Part of each update is the "creep records" – those no longer subject to privacy restrictions.

There are three tiers of access: subscriber, NZSG member, and public. Even without subscribing you can get an idea of what is held. However, subscribers get full access to everything on the Kiwi Collection, including record sets that have images attached.

### Access to the Kiwi Collection

Only NZSG Members can subscribe. This is available online for \$50 per year or \$20 for a month. Subscriptions are available through the [NZSG shop](#).

## Overseas Resources

Everyone will need to research outside of New Zealand at some point. You may be the immigrant in your family. When your research takes you outside of New Zealand you might be interested in our [Overseas Resources](#). These are introductory guides on how to research in that country. They include the following countries:



- [Australia](#)
- [Pacific Islands](#)
- [British Isles](#)
  - [England](#)
  - [Ireland](#)
  - [Scotland](#)
  - [Wales](#)
- [Europe](#)
- [Canada](#)
- [USA](#)

If you have done research in another country and would like to contribute a guide for that country, please [get in touch](#). We continue to add new countries as the information becomes available.

We also provide access to Gale Newspapers and the digital content on the National Archives' Discovery (UK). See page 12 for more.

## Projects

The task of locating, indexing and transcribing a wide variety of records is unending and relies heavily on members donating their time to make this information more useful and more accessible.

We welcome your participation in creating new indexes. All it takes is some time, a computer and a spreadsheet program. If you are interested in participating in a project, contact [nzsg.projects@genealogy.org.nz](mailto:nzsg.projects@genealogy.org.nz). Further information can be found on [our website](#).

Many projects are run out of our Branches so contact yours to see what they are working on.

## NZSG Shipping Collection Project

The NZSG Shipping Collection Project was launched in May 2024, with the aim of providing information on all the voyages to, from, and around New Zealand up to and including 1920. This is a multi-year project and already has many volunteers around the world helping.

There is further information [on the website](#). If you would like to help too, please complete the form you can find there.



## Member-only record collections

These collections contain material either submitted by members or collected by our office holders. Log on to the Members Area of the website to find out more.

There is no charge for these services. An index to these collections is published in the [NZSG Kiwi Collection](#).

### [NZSG Pedigree Collection](#)

This is a collection of pedigree charts sent in by members. Each surname on the chart is entered into a computer index. Surnames may be cross-referenced to pedigrees of other members. Members are encouraged to submit their first pedigree sheet when they join and to add to this later in their research. Members may also request information from the collection.

### [NZSG Pre-1856 New Zealand Marriage Records Collection](#)

This is an Index of New Zealand marriages which took place before compulsory civil registration began on 1 January 1856. Entries have been taken from civil registration entries, church records, newspaper marriage notices, family and social history publications, Maori mission records, Bible entries, ministers' diary and journal entries, and submissions from NZSG members.

This service can help match brides and grooms, date and place of marriage and a source where further information can be found. Members are invited to contribute to this collection if they have information about a marriage which took place before 1 January 1856 if it does not appear to be in this collection.

### [NZSG Certificates Collection](#)

The Collection is a repository for Birth, Death and Marriage certificates and miscellaneous documents of any kind, donated by members, whether related to their research or not, for sharing with other members. Members are asked to submit copies of their certificates and other documents for inclusion. Members may request a search of the index in this collection and order copies of any documents of interest.

### [NZSG First Families Collection](#)

This is a collection of information about families where partners were married in New Zealand before 1901 or where the family emigrated to New Zealand before 1901. The collection is an index from family record sheets contributed by members of the NZSG.

Each family record sheet includes the names of three generations and their spouses (where these are known). The record is based on the first couple of any family unit living in New Zealand before 1901, and it includes their children. It also includes their parents who may not have come to New Zealand, thus bridging the gap between New Zealand and the country of origin.

## [NZSG \(Griffis\) Illegitimacies Collection](#)

This collection is a name-searchable database involving illegitimate births in New Zealand between 1877 and 1950 that were available on Public Records either at local Court Houses or National Archives. Virtually all of these records have now been transferred to Archives New Zealand.

The database includes details of the Child (if named), the Mother and the Father, the location of the event, the record type and repository. Successful results are printed into a formatted report that can be saved or printed. Query results provide basic information only – researchers are encouraged to go back to the original source record for fuller details. These records are published on the NZSG Kiwi Collection.

## [School Records](#)

School Admission, Progress and Withdrawal Registers can assist in putting families together, placing them within communities and tracing their movements from place to place. An index is published in the NZSG Kiwi Collection.

## [New Zealand Cemeteries](#)

Since 1967 The New Zealand Society of Genealogists has produced cemetery transcriptions for approximately 1400 cemeteries nationwide. Dates range from 1812 through to 2017. Most municipal cemeteries are included, but a significant proportion of this collection includes private cemeteries, Maori Urupa and remote burial locations.

## [Funeral Service Sheets](#)

With the introduction of the Privacy Act in 1993, more recent information about our family connections has become increasingly difficult to find. With this in mind, in late 2016 the Society set up a new national project to collect and index Funeral Service Sheets. Funeral Service Sheets generally include the date of birth, date of death, and have photographs, not only of the deceased themselves, but sometimes of their family.

An index of the NZSG Funeral Service Sheet Collection is published in the NZSG Kiwi Collection and steers researchers to where they may obtain a copy.

## [Obituaries](#)

Obituaries typically include the date of death and a brief biography of a deceased person's life. Apart from being a commentary on the person's life and legacy, they are often a window into the social norms of the time.

The NZSG Obituaries Collection includes contributions from members nationwide from sources such as national and regional newspapers, club newsletters and periodicals. An Index of this collection is published in the Kiwi Collection

## Member-only research services

These services are available to members to help them with both New Zealand and overseas research. Refer to the latest edition of *The New Zealand Genealogist* or our website for current contact details.

**Research service:** The Research Service team offer look-ups in the indexed resources of our Library and can offer advice to further your research. Consult the online library catalogue to find out what is available for your area of interest. The Research service can be contacted by email: [ResearchService@genealogy.org.nz](mailto:ResearchService@genealogy.org.nz)

**Government Gazettes:** The Library has a digitised searchable version of the New Zealand Government Gazettes 1840-2005. Members can contact Research Services to arrange look-ups: [ResearchService@genealogy.org.nz](mailto:ResearchService@genealogy.org.nz)

**Land Research Service:** This service offers advice and assistance in researching New Zealand land records. The Land Research Officer can help locate parcels of land where your ancestors lived and provide advice on purchasing records of title. In most instances, we can provide deposited or survey office plans and where required provide advice on using Deeds Indexes and Registers. To use this service go to [our website](#).

## Online services/databases

**[Gale Historical Newspaper Collection](#):** This website works in a similar way to New Zealand's PapersPast website. These United Kingdom and United States of America newspapers and periodicals cover more than 300 years of local and national news. Members can search, then save or print images.

**[National Archives \(UK\) Discovery](#):** Search from home through the Discovery service for National Archives documents such as wills (back to the 14th century) and military records which you can download at no charge.

## NZSG Digital Archive:

The NZSG Digital Archive is one way of preserving your family history research by providing us with a copy.

We are currently in the process of revamping the NZSG Digital Archive. Keep an eye out for an update in *e-KIT*.

## Purchasing services

If you do not have a credit card, you can purchase the following through our [purchasing services](#):

- GRO Birth, Marriage and Death Certificates (England and Wales)
- Scottish Certificates
- Scottish Wills and Testaments

## NZSG Shop

The NZSG produces subscription products, books, CDs, DVDs and charts. These are available through the shop on our website. There is also an NZSG shop at the FRC in Auckland. You can subscribe to the Kiwi Collection through the online shop.

## FamilySearch Affiliate Libraries

FamilySearch has digitised millions of rolls of microfilm covering a wide array of countries and topics. Many of these are only available at LDS Affiliate Libraries. The NZSG is happy to partner with FamilySearch to run Affiliate Libraries at the FRC and the National Library in Wellington.

For more information on any of these services, please visit [our website](#).

## Family History Month

Family historians in New Zealand and Australia celebrate Family History Month in August each year. There will be a variety of events organized by NZSG and Branches, libraries and museums both in person and online. Keep a look out for our *e-KIT* communications on events that might interest you.

## Bequests and donations

The NZSG is a “not for profit” organization and relies on its Membership fees and the sale of its products to cover its operating costs. Our Members also contribute their time and expertise to minimize costs by way of collaboration. As a member, you can support the Society in its objectives to both preserve and provide genealogical resources for the benefit of its members by making a donation or including a bequest in your will.

You can download a Bequest and Donations form from [our website](#) or request a copy from the NZSG office.

Donations to the Library enable us to add new resources. Please contact the [Library Coordinator](#) if you wish to donate resources. Do note that as space is limited, we are bound by our Collections Policy and cannot accept everything.

## Giving back

We have highlighted a number of ways you can contribute to New Zealand’s genealogical legacy in this Guide. There also ways you can contribute to our Society. We are always in need of skills that fall outside the remit of projects or research. Keep your eye on *e-KIT* and if there’s a role you could undertake for us and your fellow members, please get in touch.

## Awards

We honour our members and their service through awards. The Board, members, Branches and Interest Groups may nominate members for awards in recognition of the contribution they have made or continue to make. For more information look on the [Awards](#) section of the website.

The Board is responsible for assessing each Award recommendation and relies on Branches, Interest Groups and members to notify them of any candidates deserving of recognition.

### Additional awards

**[Lucy Marshall Award](#)**: This award is presented annually to the author of a previously unpublished article of a how-to nature published in *The New Zealand Genealogist*.

**[Kevin McNulty Award](#)**: This award is presented annually for a family history written about the author's family and donated by the author to the Library.

Members are also eligible for the **[Ted Gilbert Family History Award](#)** for the best family history article published in *The New Zealand Genealogist* each year.

All awards are presented at the AGM.

## Structure of the NZSG

We are an incorporated society and a registered charity, governed and managed by an elected Board which meets regularly. The Board comprises a Chairperson, Vice-Chair and seven Directors.

When required, calls for nominations are made by email and are on the NZSG website. If you would like information about standing for Board and what this entails, please contact the NZSG Manager: [nzsgmanager@genealogy.org.nz](mailto:nzsgmanager@genealogy.org.nz).

The [Society Administration](#) page on our website includes:

- The Strategic Plan
- NZSG Rules
- NZSG Code of Ethics
- Policies and Procedures Manual
- Position Statement on Covid-19

## Annual General Meeting

The annual general meeting (AGM) is usually held in June. Currently, to allow all members, regardless of location, to attend, it is being held online. Members are given notice of the AGM and any relevant information by email.

## Membership administration

Your membership number is proof of membership for the current year. It is not transferable. Please notify the office promptly of any change, such as address, name, phone number or email address.

Membership is renewed annually. We prefer subscriptions to be paid online via NZSG website. This can be done via credit card or through Account to Account (online bank transfer). You can also use internet banking or pay cash at the desk of the FRC.

An invoice for your membership renewal will be sent out automatically towards the end of your

subscription year. It will include the Bank account details for your payment.

Please include your name, address and membership number in any written communication, including emails.

**Letter of Introduction:** We do not issue membership cards, but if you intend travelling overseas a letter of introduction can be provided. This may assist in establishing your identity or to gain access to repositories, but does not guarantee any privileges except from organisations with which we have reciprocal agreements. Please contact [membership@genealogy.org.nz](mailto:membership@genealogy.org.nz)

## How to get to the FRC

**From the city:** Take the Penrose off-ramp from the motorway. Turn left towards Panmure along the Ellerslie-Panmure Highway. Take the left hand lane past the Railway Station to Queens Road, the main street of Panmure where the FRC is located.

**From the south:** Take the Mt Wellington off-ramp from the motorway. Turn right towards Panmure on the Mt Wellington Highway. Continue through several sets of lights until reaching the lights at the T- intersection (see map) of Mt Wellington Highway and Ellerslie-Panmure Highway, and turn right onto Ellerslie-Panmure Highway. Carry on to Queens Road.

**From the airport:** The FRC is approximately 25km from the airport and it is easiest to take a shuttle or taxi to Panmure. You can take the bus to Puhinui Train Station and get the train to Panmure. The train station is a 15-20 minute walk from the FRC.

**Public transport:** Buses and trains depart from the Britomart Transport Centre, Customs Street, downtown Auckland. On weekdays, buses and trains (Eastern line) depart approximately every 30 minutes, and during peak periods more frequently. The train station is 15-20 minutes' walk from the FRC. Less frequent bus and train services are available during weekends and evenings. For timetables phone Auckland Transport (AT) on 09 366-6400 or visit [Auckland Transport's website](https://at.govt.nz/).

**Parking:** There are free public car parks in Panmure and street parking at the front door of the FRC which is subject to time restrictions. Further information can be found at [Pop Into Panmure](https://www.popintopanmure.co.nz/).



Map courtesy of Pop Into Panmure

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