



January 2026

## Welcome to the Gold Coast Family History Society Inc., GCFHS

Congratulations on joining our family history society.

We hope your venture into family history/genealogy is not only productive but enjoyable. One of the great strengths of a family history group is bouncing ideas off others and seeking advice from more experienced researchers. We look forward to welcoming you to our research library.

The Society is a members-only not-for-profit organisation, and everyone involved in running it is a volunteer. Over the past 47 years, there has been a small army of volunteers who keep the society running smoothly. From the Management Committee to the Cleaners and our Library / Room Assistants.

Our room assistants are the face of the society. They generously give up their time to help others navigate the process of researching family history and learn the ropes. Each room assistant has their own area of knowledge gained over the years. If they are unfamiliar with your particular area of research, they will help you locate the resource that may assist you. So don't be shy about asking for assistance. You, too, will soon become proficient in your own area of research.

## Special Interest Groups

The GCFHS currently has four special interest groups that meet regularly. They are designed to assist members with their learning and information sharing. The format of these groups does vary. Members are encouraged to share experiences, research, information, and ideas. There is a small fee of \$2.00 per group, which includes a cuppa and a biscuit. Check the website for dates and times. Our monthly E-Newsletter Saplings lists the topics on offer.

**Computer Users Group** - Primarily a self-help group for people who use computers in their research, from beginners to experienced users. The meeting usually starts with a presentation, followed by discussion, Q&A, and research on the Society's computers or your own laptops.

The focus of this group is on how to use your computer/device to conduct your research. All facets of computer use are covered during the year. The group starts promptly at 10:00 am on the 3rd Monday of the month from February to November.

**Scottish Group** - If you have ancestors from Scotland and are seeking information about them or details about their lives, then this group is for you. Our convenors will assist you with your research, direct you to the various holdings in our library relating to Scotland, and provide advice on relevant websites. Bring along any relevant research you have. The group meets quarterly on a Sunday at 1:00 pm.

**Legacy Family Tree User Group** - Legacy is a family history software program that lets you enter your research data offline. The program lets you create charts, reports, and even books you can share with family. Primarily a self-help group allowing members to connect and discuss the who, what and how of the program. Sue, the convenor, is on hand to demonstrate how it all works. The group meet every two months on the first Sunday of the month, at 1:00 pm.

**DNA Group** - This is a discussion and self-help group with members Julie and Fay, who will be on hand to help answer any questions you have about your DNA. Feel free to bring along your device and questions.





## Society Room Guidelines

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The Society follows standard Archive research guidelines.

**On Arrival:** Please fill out the sign-in sheet and place your \$2.00 in the provided container.

The sign-in sheets are for insurance purposes, and you must sign in and out each time you visit the rooms. The small fee helps the society fund the purchase of additional resources.

Your Membership card is to be worn at all times. If you are not wearing your badge, a room assistant may ask you to produce it. This ensures that all members in the rooms are financial members.

All bags must be placed in one of the provided secure lockers. Please ensure you keep your key with you at all times.

- Food and drink may be consumed only in the designated area.
- A small fridge, kettle, microwave, etc., are available for your convenience.
- Tea and coffee are also available, along with a biscuit, for a small fee.
- Feel free to bring your lunch or snacks to eat at the lunch table.
- No research work or papers are permitted at or on the lunch table in case they get damaged.
- NO food or drink is to be taken or consumed at the computers or research tables.
- Personal use of Society computers is not permitted, e.g., logging into personal email accounts or subscription sites like Ancestry or FindMyPast

The following items may be taken into the Research Room:

- Lead pencils & rubbers
- Notebooks or pads
- Small change for photocopying or other printing
- Spectacles and case
- Camera (please ensure flash is disabled)
- Mobile phones - for camera use, where flash can be turned off; phone must be set to silent)
- Laptop - iPad - Tablet, without the bag
- USB Memory Stick

For your convenience, pencils are supplied at the sign-in desk. Please don't forget to replace them as you leave.

- Items that **may not be taken** into the Research Room: Handbags, Wallets, Purses or Ink pens of any description

These guidelines are to help protect our precious resources.

## General Information

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**Borrowing Library:** Located in the back room, it has books that you may borrow for up to two weeks.

**Family History Journal:** These journals come from across the country and internationally and are a great source of information. They are also available for loan; you can borrow up to four journals at a time for up to two weeks.

Available for a fee:

- Photocopying - \$0.20 per print (per side)
- Printout from computers - \$0.20 per print (per side)
- Family Group Sheets & Pedigree Charts - \$0.20 each
- Printouts from either the microfiche or film reader - \$0.50 each



## Using the Research Rooms

### Internet / Subscription Computers

As a member, you have Free access to leading subscription sites valued at over \$3,000. And over 25 hrs/week of on-hand help from our volunteer room assistants.

It's a good idea to book an internet computer before you arrive to research. Computers may be booked for up to two hours at a time, although you may continue to use the computer if no one else requires the one you are using. Our internet computers have been set up for family history research only. Please do not alter or play with any of the settings.

### Society Computers

Our computers are set up for family history research only. Using them for personal uses, e.g., logging into personal email accounts or subscription sites like Ancestry or FindMyPast, is NOT permitted.

If you need to use your personal accounts, feel free to bring your own device and use the society's Wi-Fi to log in.

### FamilySearch – (LDS – Church of Jesus Christ of Latter-day Saints)

FamilySearch contains the largest collection of digitised records in the world, and its coverage is worldwide. It's accessible to everyone, regardless of belief, and allows users to find ancestors through digitised records.

The GCFHS is a FamilySearch Affiliate Library, which means you will have access to nearly all the restricted digitised images. The restricted images include highly desirable record sets not freely available elsewhere, including a full set of the Scottish parish records.

### The Network Computers

These computers hold thousands of records, and many of them are not online. Please ask a Room Assistant for help the first time you wish to use the computers; they are for your use.

### Microfiche Readers

Microfiche placeholders are located on the side of the reader. Please use these placeholders when removing a microfiche from the box.

There is **no** need to remove the plastic sleeves; they are there to protect the microfiche from finger marks, dust, and grime. To ensure that the sleeves stay in order, please remove only one microfiche sleeve at a time.

It is perfectly safe to leave the fiche reader on while you are using it. Constant switching on and off places stress on the bulbs, and they are costly to replace.

### Film Readers

The film reader can be booked for up to two hours, and the images/documents can be saved to a USB stick.

### Our Library Books

When removing a book from the shelf, please use one of the many bookmarkers available. This will ensure the book is returned to its rightful home. Our library books contain a wealth of information; they cover many different subjects and places from all over the world.

Our catalogues will help you find the book you're looking for. Please read your "How to use the library catalogue guide sheet" to see how they function.

