I. REQUEST FOR SABBATICAL LEAVE.

I am applying for a one-year sabbatical leave for the 2010-2011 academic year at 100% compensation. I have been employed full time at Cerritos College since July 1989 and took a sabbatical leave during the 1999-2000 academic year.

II. PURPOSE OF LEAVE

The general purpose of my leave is to become a more knowledgeable and experienced librarian in the area of genealogical research. I plan to accomplish this goal by completing the Certificate in Genealogical Studies - Librarianship offered through the University of Toronto, Faculty of Information Studies, Professional Learning Centre in conjunction with the National Institute of Genealogical Studies. I am currently working on the Certificate in Genealogical Studies – United States. I have completed the nine basic courses. In addition to formal study, my activities will include genealogical travel for research purposes and training, as well as participation in several professional organizations and attendance in the educational institutes they offer in conjunction with their annual conferences.

III. SPECIFIC OBJECTIVES

According to an article in Diverse written by Ronald Roach entitled “The New Genealogy”:

Encouraged by the Internet’s unlimited capacity as an accessible publishing space, the new genealogy has seen unprecedented growth of genealogical research generated by many thousands of Americans who research their family’s ancestry and publish their results online.

Roach also talks about the interrelatedness of genealogists and historians as well as the discoveries of Americans multiracial roots that are revealed through rigorous research into family histories. I will be focusing on genealogy not just as the search for family roots but also the examination of the historical and geographical context from which our ancestors emerged.

A. Prepare a bibliography of primary and secondary print and online resources for libraries providing services to patrons engaged in genealogical research in
the United States and to provide access through the online Research Guides on the Cerritos College Library web site.

B. Identify and recommend a core collection of genealogical resources appropriate for the Cerritos College Library collection.

C. Develop a Genealogy & Family History Room through the Sirsi/Dynix interface specifically focused on the populations of the Cerritos College community which will be accessible through the Cerritos College Library web site.

D. Earn the Certificate in Genealogical Studies-Librarianship from the National Institute for Genealogical Studies with the Professional Learning Centre, Faculty of Information Studies, University of Toronto.

IV. PREPARATION

To prepare for my proposed activities I have completed the following:

A. Discover Your Roots: African American Family History Conference
   The Church of Jesus Christ of Latter-day Saints
   California African American Genealogy Society
   Los Angeles, CA
   February 9, 2002

B. Discover Your Roots: African American Family History Conference
   The Church of Jesus Christ of Latter-day Saints
   California African American Genealogy Society
   Los Angeles, CA
   February 1, 2003

C. Genealogy Workshop
   InfoPeople Project
   Los Angeles Public Library
   May 22, 2003
   Certificate in *Genealogy Resources on the Internet*

D. Our Roots
   California African American Museum
   Charlotte Bocage, Southern California Genealogical Society
   May 24, 2008

E. Ethnic Research Webinars
   Ancestry.com series taught by experts in the field:
   a. English Ancestry (June 3, 2008)
   b. Irish Ancestry (June 17, 2008)
   c. Polish Ancestry (June 24, 2008)
   d. Italian Ancestry (July 1, 2008)
   e. German Ancestry (July 8, 2008)
f. Making A Breakthrough in Your African American Research (Feb. 24, 2009)

F. Genealogy Boot Camp (Seminar)
   Reference and User Services Association
   American Library Association Annual Conference
   June 27, 2008

G. ABC’s of DNA: Unraveling the Mystery of Genetics Information for Consumers (Workshop)
   Black Caucus of the American Library Association
   American Library Association Annual Conference
   June 28, 2008

H. Frontline Genealogical Reference: The Online Products to Answer Genealogical and Local History Questions (workshop)
   Reference and User Services Association
   American Library Association Annual Conference
   June 28, 2008

I. What Can Genealogy Do For Your Library (workshop)
   Reference and User Services Association
   American Library Association Annual Conference
   June 29, 2008

J. Librarian’s Genealogy Boot Camp (workshop)
   Southern California Genealogical Society Jamboree 2009
   June 26, 2009

K. Google – A Goldmine of Genealogy Gems I-II (workshops)
   Southern California Genealogical Society Jamboree 2009
   June 28, 2009

In preparation for my proposed activities I have started, attended or will attend the following programs:

A. Certificate In Genealogical Studies – United States
   University of Toronto
   Faculty of Information Studies Professional Learning Centre
   National Institute of Genealogical Studies
   28 compulsory Courses in American Records (9 basic level, 9 intermediate level, and 10 advanced level courses) in addition to 12 elective courses.
   I have included the complete listing of the 28 mandatory courses in the Appendix.
   July 7, 2008 –

   **Completed courses:**

   Analysis and Skills Mentoring Program – Part 1
   Electronic Resources: Using the Internet
B. The **Samford Institute of Genealogy and Historical Research (IGHR)** provides an educational forum for the discovery, critical evaluation, and use of genealogical sources and methodology through a week of intensive study led by nationally prominent genealogical educators. Students may choose one of the offered courses that range from a course for beginners to courses on specialized topics.

The institute is academically and professionally oriented and is cosponsored by the Board for Certification of Genealogists. The faculty is composed of outstanding nationally known genealogy educators. Begun in 1962, the institute regularly enrolls over 200 students from around the country. The course offerings for **June 13-18, 2010**:

1. Techniques and Technology  
2. Intermediate Genealogy and Historical Studies  
3. Research in the South, Part 3  
4. Advanced Methodology and Evidence Analysis  
5. Writing & Publishing for Genealogists  
6. Advanced Library Research: Law Libraries & Government Documents  
7. Virginia's Land and Military Conflicts and Their Effect on Migration  
8. Researching African-American Ancestors: Slave and Reconstruction Era Case Studies  
9. U.S. Military Records  
10. Scottish Genealogical Research

I have applied for the Jean Thomason Scholarship for Librarians to attend the Institute and to complete the Researching African-American Ancestors: Slave and Reconstruction Era Case Studies course.

V. **PLANNED ITINERARY 2010-2011**

During the year long sabbatical leave I will be completing 12 one-unit classes through the University of Toronto Faculty of Information Studies Professional Learning Centre National Institute of Genealogical Studies. Twelve of these classes will satisfy the requirements for the Certificate in Genealogical Studies – Librarianship including ten compulsory courses and two electives. The complete listing of courses is included in the Appendix. I will be attending national
genealogy conferences and institutes, and a nationally recognized local genealogy jamboree.

In addition to the completion of the 12 courses in the Certificate for Genealogical Studies-Librarianship, I will also develop a bibliography of both print and online resources for further research, a core collection of materials to be added to the Cerritos College Library Collection, and the creation of a room/module in the SIRSI/Dynix EPS rooms.

Library faculty work an eleven month contract over a twelve month time period. They are required to work 192 days and are on unassigned time for 52 days. During a sabbatical leave, which is 175 days, library faculty are required to work on campus for 17 days in order to comply with their contracts. The unassigned days are spread throughout the twelve calendar months so there may be times in the sabbatical leave itinerary which appear as gaps.

**July 5, 2010 – September 5, 2010**

Classes (Basic Level):
Librarianship: Developing Successful Genealogy Collections  
Librarianship: Genealogy Reference Interview  
Librarianship: Specialized Genealogy Sources  
Librarianship: Twenty-First Century Genealogy Services  

I will begin developing the bibliography of both print and online resources to be created as a Research Guide and posted on the Cerritos College Library website beginning Fall 2011.

**July 11-16, 2010**

**National Institute on Genealogical Research**
*The Institute's program takes an in-depth look at federal records of genealogical value located primarily in the Washington D.C. area.*

**September 6 – November 7, 2010**

Classes (Intermediate Level):
Librarianship: Programming and Marketing Your Services  
Librarianship: Handouts, Brochures & Online/MultiMedia Reference Tools  

**October 4 – December 5, 2010**

Classes (Intermediate Level):
Librarianship: Genealogy Record Types  
Librarianship: Internet Genealogy Searches  

**November 1- November 29, 2010**
Classes (Basic)
Electives: Planning a Research Trip Including Preparing for Salt Lake City
Electives: Protecting Your Precious Documents

**November 5 – 8, 2010**

Afro-American Historical and Genealogical Society, Inc. Conference

**December 6, 2010 – January 17, 2011**

Classes (Advanced):
Librarianship: Cooperative Ventures and Referrals

**March 7 – April 25, 2011**

Classes (Advanced):
Librarianship: Developing a Genealogy Web Site

I will begin developing the genealogy room/module in the SIRSI/Dynix EPS room to be housed on the Cerritos College Library web site and featured during Family History Month in October 2011.

**May 12-15, 2011**

2011 National Genealogical Society (NGS) Conference in the States and Family History Fair

**June 12-17, 2011**

The Samford Institute of Genealogy and Historical Research (IGHR) provides an educational forum for the discovery, critical evaluation, and use of genealogical sources and methodology through a week of intensive study led by nationally prominent genealogical educators. Students may choose one of the offered courses that range from a course for beginners to courses on specialized topics.

The institute is academically and professionally oriented and is cosponsored by the Board for Certification of Genealogists. The faculty is composed of outstanding nationally known genealogy educators. Begun in 1962, the institute regularly enrolls over 200 students from around the country.

1. Techniques and Technology
2. Intermediate Genealogy and Historical Studies
3. Research in the South, Part 1
4. Advanced Methodology and Evidence Analysis
5. Writing & Publishing for Genealogists
6. Genealogy as a Profession
7. German Genealogical Research
8. Land Records
9. Virginia: Her Records and Her Laws
I will make recommendations for purchasing a core collection of materials appropriate for the Cerritos College Library collection during fiscal year 2011-12. The majority of these materials will fall into the CS classification which is assigned by the Library of Congress to genealogy material; however some historical materials will fall into the E classification which is history and geography of the Americas.

VI. SERVICE AND PRACTICAL APPLICATION

Service to Cerritos College and service to the community will include:

A. Developing a core collection of genealogical resources focusing on the multicultural and multiracial roots of the United States in general and Cerritos College community specifically for the Cerritos College Library.

B. Fostering an appreciation and understanding of genealogy as more than the pursuit of names for a family tree. Genealogy is defined as the study and tracing of family lineages and history. The process of genealogical research examines the individual in the context of family as well as the broader historical and social contexts.

C. Providing genealogical research assistance to the Cerritos College community at the Reference Desk and through bibliographic instruction.

D. Creating awareness of the resources available for genealogical research with a planned celebration of National Family History month during October 2011 that may include bibliographies, bookmarks, library displays, speakers, workshops, and other services as available.

E. Development of a comprehensive Genealogy Room within the Sirsi/Dynix EPS automation system based on the pre-packaged Genealogy and Family History Room purchased by the Cerritos College Library with the initial automation project in 2006. The pre-existing room has not been updated since the initial purchase and has not been made available to the public. This room was largely aimed at a public library audience. I wish to develop a dynamic room aimed at the academic community as well as the larger community that Cerritos College serves. It will serve as a portal to genealogical print, online and community resources, both locally and nationally. The Genealogy Room will serve as a starting point for those beginning genealogical research as well as a resource for intermediate and
advanced research. I will be working with Val Mitchell to develop this room in SIRSI and make it available to the college community by fall 2011.

VII. REPORT ON SABBATICAL LEAVE

A written report will be submitted to the Vice President of Academic Affairs before the end of the fall semester 2011 to verify that the objectives of my sabbatical have been met.
APPENDICES
A total of 12 courses, including 10 compulsory courses, are required to complete this Certificate.

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<thead>
<tr>
<th>Librarianship - Basic Level</th>
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<tbody>
<tr>
<td>1. Librarianship: Developing Successful Genealogy Collections</td>
<td>No</td>
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<tr>
<td>2. Librarianship: Genealogy Reference Interview</td>
<td>No</td>
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<tr>
<td>3. Librarianship: Specialized Genealogy Sources</td>
<td>No</td>
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<tr>
<td>4. Librarianship: Twenty-First Century Genealogy Services</td>
<td>No</td>
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<tr>
<th>Librarianship - Intermediate Level</th>
<th>Reg'd</th>
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<tbody>
<tr>
<td>1. Librarianship: Genealogy Record Types</td>
<td>No</td>
</tr>
<tr>
<td>2. Librarianship: Handouts, Brochures &amp; Online/Multi-Media Reference Tools</td>
<td>No</td>
</tr>
<tr>
<td>3. Librarianship: Internet Genealogy Searches</td>
<td>No</td>
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<tr>
<td>4. Librarianship: Programming and Marketing Your Services</td>
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<thead>
<tr>
<th>Librarianship - Advanced Level</th>
<th>Reg'd</th>
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<tbody>
<tr>
<td>1. Librarianship: Cooperative Ventures and Referrals</td>
<td>No</td>
</tr>
<tr>
<td>2. Librarianship: Developing a Genealogy Web Site</td>
<td>No</td>
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</table>
## American Records Certificate

### American Records - Basic Level

| 1.     | Analysis and Skills Mentoring Program-Part 1 | A+ | Yes |
| 2.     | Electronic Resources: Using The Internet     | A+ | Yes |
| 3.     | Methodology - Part 1: Getting Started        | A  | Yes |
| 4.     | Methodology - Part 2: Organizing and Skillbuilding | A  | Yes |
| 5.     | Research at Family History Centers           | A+ | Yes |
| 6.     | US: Census Records                           | A  | Yes |
| 7.     | US: Land Records                             | A+ | Yes |
| 8.     | US: Religious Records - Part 1               | A+ | Yes |

### American Records - Intermediate Level

| 1.     | Analysis and Skills Mentoring Program-Part 2 | -- | No  |
| 2.     | Methodology - Part 3: More Strategies        | -- | No  |
| 3.     | Methodology - Part 4: Effective Searching and Recording | -- | No  |
| 4.     | Methodology - Part 5: How To Prove It        | -- | No  |
| 5.     | US: Cemetery and Mortuary Records            | -- | No  |
| 6.     | US: Immigration & Naturalization Records     | -- | No  |
| 7.     | US: Migration Patterns                       | -- | No  |
| 8.     | US: Probate Records                          | -- | No  |
| 9.     | US: Religious Records - Part 2               | -- | No  |

### American Records - Advanced Level

| 1.     | Analysis and Skills Mentoring Program-Part 3 | -- | No  |
| 2.     | Genealogy and Copyright Guidelines           | -- | No  |
| 3.     | Genetics and Genealogy                       | -- | No  |
| 4.     | Methodology - Part 6: Professional Preparation and Practice | -- | No  |
| 5.     | Palaeography: Reading & Understanding Historical Documents | -- | No  |
| 6.     | US: Court Records                            | -- | No  |
7. US: Institutional Records -- No
8. US: Military Records -- No
9. US: Newspaper Records -- No
10. US: Occupational Records --

A total of 40 courses, including 28 compulsory courses, are required to complete this Certificate.

You have registered for a total of 9 courses. This total includes compulsory and/or elective courses. You have registered for 9 compulsory courses and have successfully completed 8 of these courses.