



# Using Geneteka Accessing Records

## Poland “How to” Guide, Beginning Level Instruction

November 2018

### GOAL

This guide will teach you how to access the digital images that are connected to the Geneteka Index through various archives.

### INTRODUCTION

Geneteka is a Polish indexing project which is indexed by volunteers. This site includes indexes of all areas of Poland, although some areas have considerably more entries than others. They have also included indexing for locations in Ukraine, Lithuania, Belarus and Russia. This is an ongoing project, so if your names do not appear, check back periodically to see if further indexing has been done for your names or area. Various archives have been linked to this index to provide access to the digital images of some of the index entries.

You may want to consult the following “How to” Guides before continuing:

- Using Geneteka Indexed Records

### HOW TO

If there is a digitized image for your record, there will be a button with the word SKAN on the far right side of the entry. Clicking this button will direct you to various archives and project websites. This packet will teach you how to navigate several of those websites. Because of the wide variety of archives linked to the Geneteka index, this guide will not be comprehensive, but it will cover the main websites you will be directed to.

#### Direct Links to Images

The SKAN button will usually link you directly to the image you are looking for, though often you will have to search through the images for the specific record. This includes images that are found on FamilySearch.org, wimbp.lodz.pl/, ePaveldas.lt, and sometimes some of the archives listed below.

#### The Polish State Archives, found at [szukajwarchiwach.pl](http://szukajwarchiwach.pl)

To demonstrate what you might see if you are directed to the Polish State Archive, find the 1820 birth record for Agnieszka Teodora Sowiecka, in the books for Warszawa, Warszawa ASC Cyrkuł I. Notice the act number is 197. Click on the Skan button.

When directed to this website, sometimes you may be linked directly to the image, or may simply have to click the button in the middle of screen that says, "Download". If you are not linked directly to the image, as is the case with this example, click on the blue link which says "Digital copies," found to the right of the large red arrow on the website. The book will appear, and from here you will have to search the book for the correct act number. Act 197, the birth record for Agnieszka Teodora Sowiecka, is found on image 92.

If you do not know how to navigate the Polish State Archives website and cannot find the record you are looking for, refer to the "How to" Guide for [The Polish State Archives](#).

### **metryki.genealodzy.pl**

If you are directed to metryki.genealodzy.pl, you only have a few steps to take in order to find the digital image.

1. Use the Genteka indexes to search in the records of Aleksandrów Łódzki (ewang.) for the 1827 birth record of Anna Lowiza Zer.
2. Record the *Rok* (year) and *Akt* (act) number for her birth. For Anna Lowiza Zer, the year is 1827 and the act number is 109. Click SKAN, and you will be directed to the website.
3. Click on the range of numbers that will include the act number. In this case, the range is 107-110. This link will direct you to the book image. To zoom out, click **Pomniejszy**. To zoom in click **Powiększ**. Search the page for act 109. To download the image, click the floppy disk symbol.
4. Click **Następne zdjęcie** to go to the next image. Click **Poprzednie zdjęcie** to go to the previous image.

### **Olsztyn.ap.gov.pl**

If you are directed to the Olsztyn archive, one of two things will happen. You will either A. be taken directly to the book of interest, or B. the link will be partially broken.

#### **A. Directly to the Book**

1. In the Geneteka index, search in Sarnowo-Scharnau USC for the 1908 death of Johann Gorka. Notice that the act number is 23.
2. Click the SKAN button. You will be taken directly to the first page of the book, not the exact image that you are looking for.
3. Look through the book by clicking the numbers at the bottom of this page to find the act number that you are looking for that was found in the indexed entry. For this example, the image for Johann Gorka is found on image 25.

## B. Broken Link

The other possible outcome for this archive is that the link will not function, and you will be directed to the archive website but not the actual book.

1. Using Geneteka's Bartna Strona – Beutnerdorf records, search for the marriage of Gustav Paul Abratis to Wilhelmina Schulz. Note the *Rok* (year) and *Akt* (act number). Click SKAN.
2. On the right side of the page at the top of the menu options, click on SKANY DIGITALIZACJA.
3. From the dropdown menu that says *Nazwa zespołu*, you will need to select the record group you are wanting to search. Most of the records that are indexed on Geneteka are the record groups that begin with the words, *Urząd Stanu Cywilnego w* (civil registration in...). Scroll through the alphabetical list to find the locality you are looking for. Be aware that because of Polish grammar, the ending of the town name can be different from what you are used to when it follows the letter, "w". For example, the town of Bartna Strona appears as Bartnej Stronie.
4. You can also search the list in German by using the dropdown menu that says: *Nazwa oryginalna*. In German the civil registration record collections will begin with the words, "Standesamt zu" (civil registration office at), followed by the name of the town. In this instance the German version will appear as "Standesamt zu Beutnerdorf".
5. Once you have made your selection, click the search button, ***Szukaj***.
6. This will bring up the results page. Look for the date range that you want to find in the far right column. In this case, the marriage took place in 1899. The middle column will tell you what kind of record it is and what act numbers are included in that book.
  - a. Gerburts=births
  - b. Heiraths=Marriages
  - c. Sterbe=DeathsTo look through the book, click on the number series in the far left column.
7. The first page of the book will appear. From here, use the numbers at the bottom of the page to look through the book and find the act number you are looking for. In this example, the marriage is act number 10, which is on images 21 and 22.

## PRACTICE

Together we will search for the birth record of Łukasz Lasocki, who was born in 1812 in the parish of Babice in the province of Mazowieckie.

1. Find the entry in the Geneteka Index. Write down the act number – #71. Click SKAN.
2. Click on the range that will include #71, “69-74”.

Where is the record found in the image?	It starts on the bottom of the left hand side of the page, and finishes on the right hand side.
What is written right below the act number 71?	Zielonki

Next, let's search for the birth record of Józefa Arazna in the Adamów, pow. Łukowski parish.

What year was she born, and what act number is the record?	1865, act 24.
Once you click SKAN, what website/archive are you directed to?	Polish State Archives, found at <a href="http://szukajwarchiwach.pl">szukajwarchiwach.pl</a>
What image number is the birth record found in?	Click Digital copies, found to the right of the red arrow. Scroll through the images until you find Józefa's birth on image 7.

## ACTIVITY

Now, test your skills you have learned in this “How to” Guide. The Activity is a way to check your knowledge and let you know you've mastered the Guide! [Click here](#) to try out the Activity.