

- Have a basic stationary kit which includes: pens, pencils, eraser and a ruler.*
- Create a ring binder with sections that hold your research notes and copies of the primary sources.*
- Always have paper on you especially when traveling.*
- Label all your notes with a name, date and location, the surname of the family it relates to and the source.*
- When taking notes from a document be sure to note the; Title, date, author, location, catalog reference number and library classification number is possible.*
- Keep a separate contacts file containing the name, number, email and mailing address for your contacts.*
- Keep a chronological record or diary of your research including places visited, people you spoke to and where documents were housed.*
- One of the best places to start you search is at your local library.*
- Interview the older members of your family about their history, make sure you tape record it or video it to have a permanent record.*
- Write down your questions before the interview and work through them.*