

# NOTE-TAKING FORM

For taking notes from archives, books and other sources

Name of person or family group

Use this form to take notes when you can't photocopy, scan, print out or photograph archival records, books, microfilms and other sources. You can also use it for taking notes when interviewing family members or when looking in cemeteries.

<b>Completed by</b>		<i>If you need more space, attach additional sheets</i> Page _____ of _____
<b>Date</b>		

<b>Title of source</b> Copy from the source itself or from the repository's catalogue	
<b>Type of record</b> e.g. church register, probate file, military service record, Department of Immigration file, heritage report	
<b>Description of source</b> What is the source about? Topic, dates, places, people?	
<b>Location of source</b> Name and address of the archive, library, cemetery, family home, historical society, etc.	
<b>File number, URL or call number</b> The number used by the repository to identify the source – e.g. the call number for a book in a library, or the series and item number for an archival record	
<b>Author or creator of source</b> e.g. Marilyn Lake (historian), NSW Collector of Customs (government department)	
<b>Publication details</b> Name of publisher, place and date of publication, if applicable	
<b>Source type</b> e.g. original record, photocopy or digital copy of archival record, database, index, headstone, microfilm copy of manuscript, etc.	

## Notes

Remember to write down the page number where you found the information

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*Continued*

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**Title of source**

**Notes**