Appendix 1

Sample Note-Taking Template

SHELF NUMBER:
YEAR(S):

FILE TITLE:

TYPE OF SOURCE: (i.e., text, map, photograph, microfilm, publication)
RIGHTS: (i.e., British Library, India Office Records)

ACCOMPANYING RECORDS:
FINDING AID INFO/URL:

1. Brief Summary of Content

2. Interesting Things to Remember (i.e., Events, People, Potential Biases, Silences)

3. Remaining Questions and Tasks to Do

4. Content

Item 1. [Title, Year]

Item 2. [Title, Year]