



# First Search Tips

## Before Your Visit...

1. Prepare your notes in "quick reference" format such as family group sheets or create a research "to-do" list
2. Consult online catalogs & indexes to the collection
3. Familiarize yourself with the scope of the collection by reading through Collection Overview pamphlet & collection descriptions

## When You Arrive...

1. Use the Local History Master Index (LHMI) as a "Quick Search" for your family names or topic of research
2. Consult family & local history vertical files (indexed in Surname Listings notebook & LHMI)
3. Seek assistance by briefly stating your research objective
4. Local History computers are available for collection indexes and subscription databases



