

RESEARCH REPOSITORY CHECKLIST

For recording information about an archive, library or museum you plan to visit

Name of person or family group

Prepare for visiting an archive, library or museum collection by completing this checklist. Check the repository's website for the information you need, or phone and ask the archivist, librarian or curator.

Name of repository	
Contact person Name and contact details	
Research appointment Date and time	
Address	
How to get there Train, bus, where to park, cost of parking	
Days open Open every day? Closed for holidays?	
Hours open Closed for lunch?	
Places to eat Café on site? Nearby shops?	
Places to stay Nearby accommodation, if needed	
Records requests Do you have to request records in advance? Are records stored off site? Is there a waiting time for record delivery?	
Copying records Can you take pictures of records, make photocopies or scan? Are there restrictions? Does it cost? How do you pay (coins, cash, cards)?	
Reading room rules Do you need a readers' ticket or library card? Are laptops allowed? Are loose papers allowed? Pencil only, or pen?	
Things to take with you <ul style="list-style-type: none">• a research log – listing the sources you want to look at (if known before your visit) and the purpose of your search• your research plan, family tree and research notes for the family member/s your search relates to (names, dates, places)• pencils, eraser, a pen and note-taking forms or a notebook• laptop computer or tablet and charger• digital camera and charger (if photographing records is permitted), USB drive to save digital scans (if scanning records is permitted), and/or coins, cash or card to pay for photocopies• other things you might need: ID (e.g. driver's licence), reader's ticket or library card, reading glasses, snacks and water bottle	