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   * 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 | |