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.

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| Name of repository |  |
| Contact personName and contact details |  |
| Research appointmentDate and time |  |
| Address |  |
| How to get thereTrain, bus, where to park, cost of parking |  |
| Days openOpen every day? Closed for holidays? |  |
| Hours openClosed for lunch? |  |
| Places to eatCafé on site? Nearby shops? |  |
| Places to stayNearby accommodation, if needed |  |
| Records requestsDo you have to request records in advance? Are records stored off site? Is there a waiting time for record delivery? |  |
| Copying recordsCan you take pictures of records, make photocopies or scan? Are there restrictions? Does it cost? How do you pay (coins, cash, cards)? |  |
| Reading room rulesDo 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
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