Planning a visit checklist

#### Use this checklist to plan a visit to a records repository.

|  |  |
| --- | --- |
| 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? |  |

|  |  |
| --- | --- |
| 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? Are there lockers available? |  |
| Places to stay  Nearby accommodation, if needed |  |
| 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, coins for lockers and parking | |