

Research Repository Checklist

Record information about an archive or library you plan to visit.

Name of Repository

Address/Directions	
Hours (Closed for Lunch?)	
Holidays Closed	
Name of Contact Person	
Cost of Photocopies	
Restrictions on Photocopying	
Change Machine or Cashier?	
Nearest Places to Park and Cost	
Nearest Places to Eat	
Local Lodging	
Handicap Access?	
Research Restrictions (Briefcases/Laptops Allowed? Lockers Available and Cost?)	
Any Records Stored Off Site? Access?	