

**Research Repository Worksheet**  
Plan your next research trip with this form.

Name of repository: \_\_\_\_\_

Address: \_\_\_\_\_

Directions: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Hours: \_\_\_\_\_ Closed for lunch? Y / N Cost of copies: \_\_\_\_\_

Restrictions on copying, scanning, pictures: \_\_\_\_\_

\_\_\_\_\_

Off-site records? Y / N If yes, how to access: \_\_\_\_\_

\_\_\_\_\_

Notes on nearby parking, hotels, food, etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Key Record Resources**

Collection name	Citation/Location	Notes