If you have a good experience, thank your archivist with a kind note (and preferably chocolate). And spell their names correctly in your acknowledgment. (We check.)

If you’re not allowed, can you bring a notepad and laptop? Is there a public wifi?

Do you need a car? Where’s the parking situation? How close are your lodgings? Is there a parking space during a basketball game?

Getting around town: there’s public transportation or a hotel shuttle. Do you need time in the reading room? Are there holidays or other closings?

Things to consider when making travel plans: Are there holiday closings or other closings?

Every archive is different—what works for one might not work for another.

Creating by Kelly Wooten for the Rubenstein Library
Duke University, Durham, NC
March 2016