# Checklist for visiting AIATSIS or other collections

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| **Contact person**  Name and contact details |  |
| Research appointment  Date and time (remember to [check opening times](https://aiatsis.gov.au/about/connect-us/visit)) |  |
| How do I get there  Train, bus, where to park, cost of parking |  |
| Things to take with me   * a research list – 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, a notebook and worksheets * clear plastic bag * 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 | |
| My contact details during visit  Hotel address  Phone  Booking number |  |
| Copying records  Can you take pictures of records, make photocopies or scan? Are there restrictions? Does it cost money? How do I pay (coins, cash, cards)? |  |
| Reading room rules  Do I need a readers’ ticket or library card? Are laptops allowed? Are loose papers allowed? Pencil only, or pen? |  |