How to be a Super Researcher

Doing archival research is hard work despite what it might look like! Don’t forget to take care of your body and your mind.

Plan breaks for water, coffee, snacks

Move your body—stretch, get some fresh air, rest your eyes

Get good rest if you’re at the archives for a few days

Take advantage of good food and local attractions if you have time

Best Laid Plans

Self Care

Ask an Archivist

Take Notes Like a Pro

Some of your note-taking and technology management will depend on what resources an archives has and what they allow in terms of photos/scans/copies.

Be thorough & fastidious about noting where photos/scans come from. Take a picture of the box or folder label or call slip before taking a series of images from that box/folder. You & your citations will thank yourself later!

Be prepared for technology failure! Bring chargers, cords, back-up flash drives, and have ideas for contingency plans. Back up your data to the cloud with Dropbox or other file-sharing services.

Make a plan for organizing your photos/scans/notes and use a system you are comfortable and familiar with rather than trying something new.

Take ALL THE NOTES! You can’t take too many notes! Write down which boxes you saw, boxes you skipped—and why, boxes to return to later, etc.

Additional ideas: http://stuarthschrader.com/advice-graduate-students-embarking-archival-research

The Archive of Feelings isn’t just a book by Ann Cvetkovich—you may be moved or upset by the human stories you encounter, or just frustrated and exhausted

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Every archive is different—what they allow a researcher to bring is not always obvious or the same ( depends on the institution). Can the archives scan материал for you? Sometimes this is more cost & time effective than photographing it yourself. Always check before you bring your own scanner/camera/printer, etc. Often you can be reimbursed if you do your own scanning.

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what is not allowed? Can you bring a notebook and laptop? Is there public wifi?

in the reading room: do they allow cameras/scanners or other equipment? do you need a card?

for a parking space during a basketball game?

things to consider when making travel plans: are there holidays or other closers?