

Planning a Research Visit Part 2: Schedule and Collaborative Curation Model Steps Worksheet Digital Stewardship Curriculum

This worksheet is a document to aid in your planning for a research trip to an outside archive, library, museum, repository, or other organization where you would like to do collections research. The steps in this worksheet will help you finish any preparatory research from the first part of this worksheet, organize a tentative schedule for your research trip and match your expected goals and outcomes for the visit with continued work on your Collaborative Curation Model.

Step 1

Continue any remaining initial research steps from the Planning a Research Visit Part 1 worksheet.

- In particular, finalize your **search terms list**, document your online/phone **research notes and reference questions**, and **make any appointments** needed OR **write down contact info** that you will take action on in your next steps.

Make a new TO DO list of what you want to get done before your research visit:

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Step 2

Make an updated schedule of the locations you will visit and people you will meet with (if applicable).

Place	Day	Time	Goals for visit	People	Set up?
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Additional notes:

Step 3

Examine your Collaborative Curation Model draft in progress and choose the steps that will be relevant to your visit. List your selected Collaborative Curation Model steps and explain your specific goals in relation to each step.

*Please note: There are entries here for up to 7 steps, but you can choose any number of steps you will be focusing on, which may be as few as one step, or as many as all the steps in your model. Do what works best for fitting within your research visit, and your own pace for drafting a Collaborative Curation Model.

★ Collaborative Curation Model

Step name: _____

- Explanation of goals for this step in during your research visit:

★ Collaborative Curation Model

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Step name: _____

- Explanation of goals for this step in during your research visit: