Making the Most of Your Site Visit

with the Traveling Archivist

* Make sure to confirm dates and any travel arrangements with the Traveling Archivist at [traveling.archivist@gmail.com](mailto:traveling.archivist@gmail.com).
* Clearly define the goals of the site visit and convey that information to the Traveling Archivist.
* If collections will be examined, make sure they are accessible before the Traveling Archivist arrives.
* If work space will be required, be sure to clear a safe and clean workspace prior to the site visit.
* Have a brief orientation session to introduce the Traveling Archivist to key staff, paid or unpaid; review the site visit schedule; and discuss the institution’s goals for the site visit.
* Make sure to include staff and board in the site visit. Ask the Traveling Archivist if she would like to schedule meetings with specific board or staff members and/or whether these members may observe the site visit.
* Consider video or audio taping the Traveling Archivist as she works at your site so you can share their observations with board members or other stakeholders. A video camera is available for borrowing from Conservation ConneCTion, please let the Traveling Archivist know if you would like to videotape the visit.
* Have copies of collections policies, building plans, or other relevant documents available. Make sure to tell the Traveling Archivist what policies are already in place. If they pertain to the care of the collection or sites, the Traveling Archivist may want to review these documents with you. The Traveling Archivist may also suggest additional policies your museum should implement.

*Questions? Contact Kathy Craughwell-Varda, Conservation ConneCTion at 203-241-0618 or CSL.Conservation.Connection@ct.gov.*