

Keep a Travel Journal During Your Trip

For example, after I have entered a library, I will write details about:

- **Who I spoke with and their role in the library, address, email, phone number, etc.**
- **All discussions no matter with whom and information exchanged.**
- **The records I looked at and why.**
- **What I found and decisions I made during my search.**
- **All new information carefully documenting all associated information.**
- **Thoughts and questions that cross my mind during the research.**

