## Requesting items from the Hargrett Rare Book and Manuscript Library And the Russell Library for Political Research and Studies



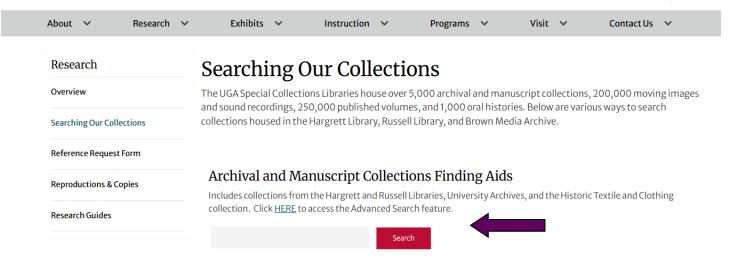
Begin searching directly from the "Search Collections" button, accessible from the Special Collections website. <a href="libs.uga.edu/scl">libs.uga.edu/scl</a>



300 South Hull Street Athens, Georgia 30602 706-542-7123 Gallery and Reading Room Hours: Reading Room: M,W,F: 8-12,1-5

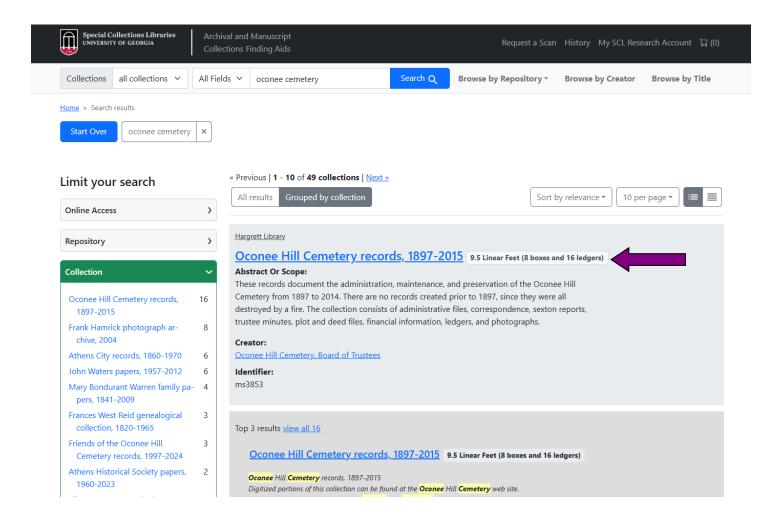
T,Th: 8–12,1-7 Galleries: M,W,F: 8–5 T,Th: 8–7 Requests for items in the storage vault cannot be processed after 4:15 M,W,F and 6:15 T,Th.



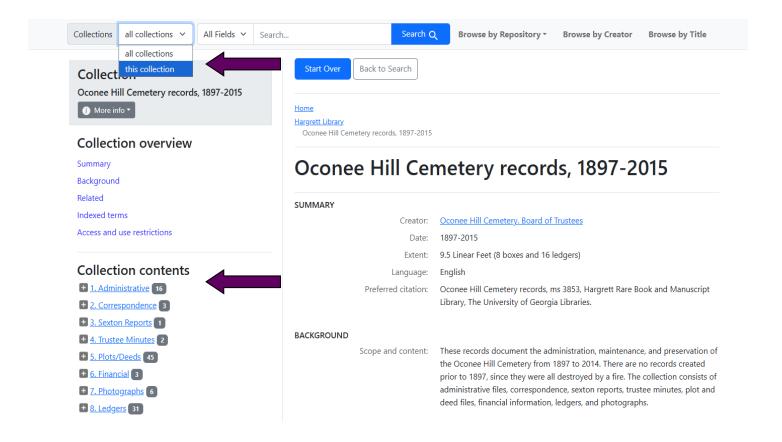


Enter a keyword search into the first search box under "Archival and Manuscript Collections Finding Aids" and select the "Search" button.

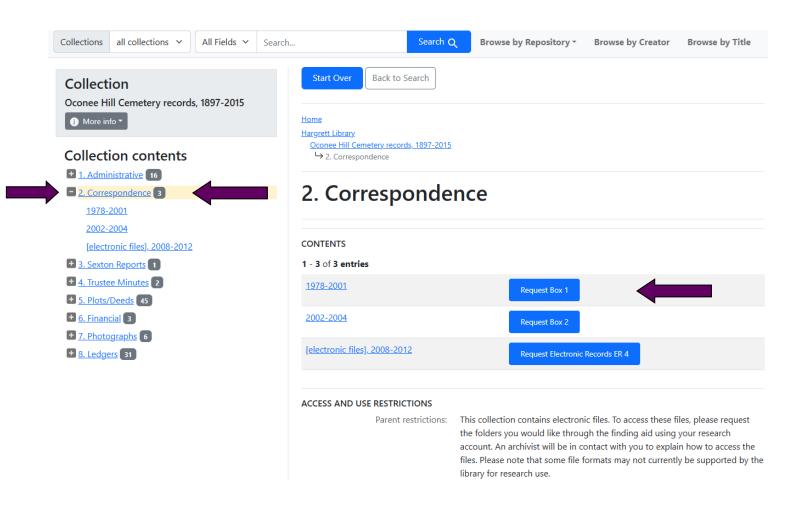
Note: You may also use the "Advanced Search" feature by clicking on the "HERE" link. When presented with your search results, click on the **Title** (highlighted in blue to open the finding aid).



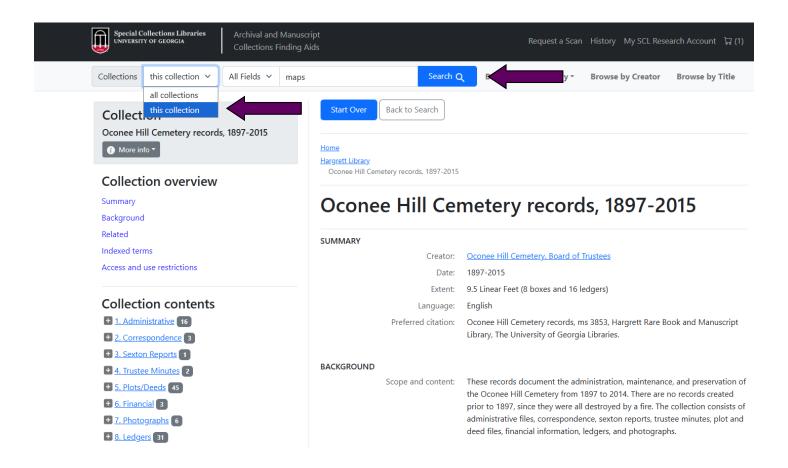
To browse the contents of the finding aid, you may either keyword search using the dropdown for "This Collection" **OR** you can expand the "Collection Contents" to see the folder level titles.



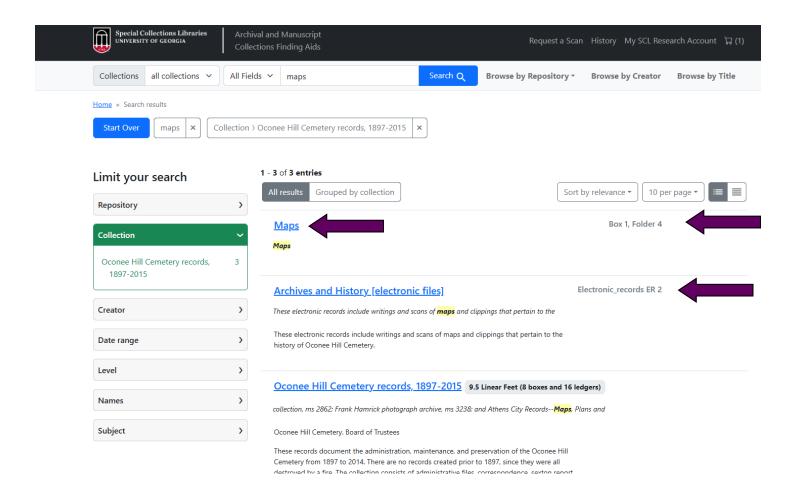
When browsing from the side menu under "Collection Contents," you may either expand the dropdown to see the folder titles or select the Series link to see a larger page with Request Box functionality.



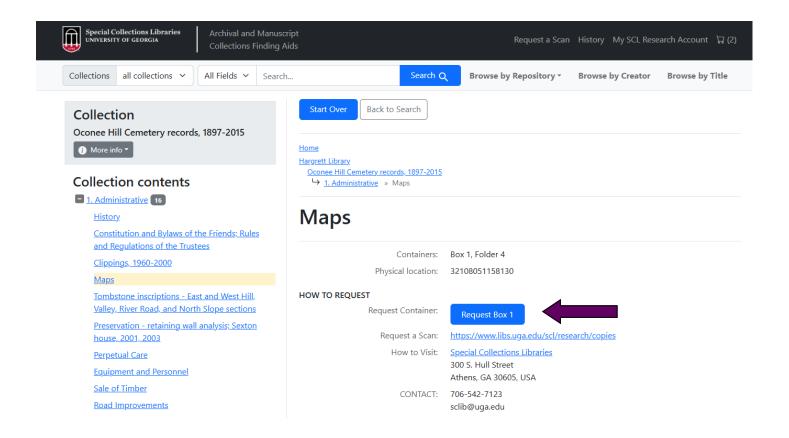
When using the search feature for "This Collection," select the dropdown and enter a term in the search box. For example, searching for the keyword "Maps" in this collection.



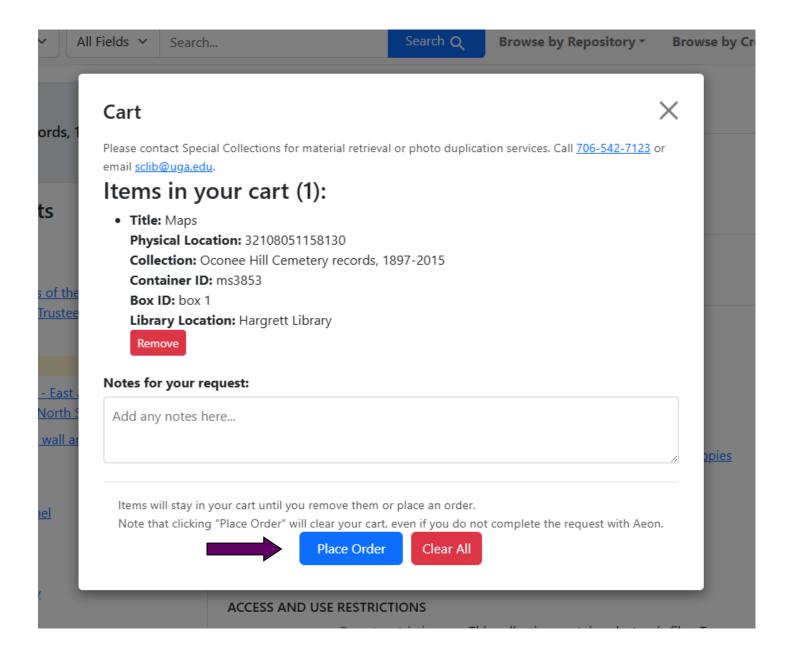
Here are search results within this collection. You will see there is one box that contains maps and another record for electronic files. If you would like to view the physical maps, select the "Maps" link.



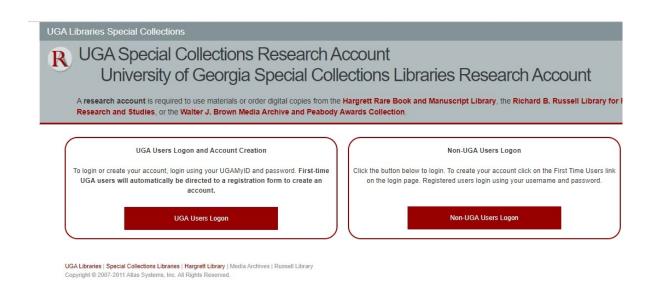
Now you can request the box that contains the folder for "Maps" by clicking on the blue box, "Request Box 1."



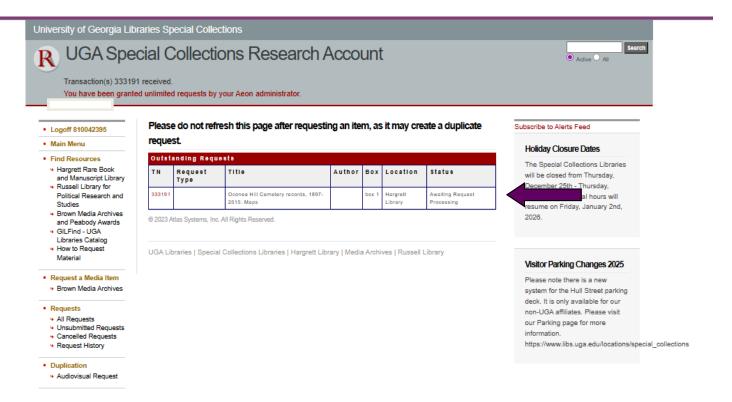
A confirmation box will appear, confirming your request. Know that you may request multiple boxes within a collection. Select "Place Order" to add the box to your account.



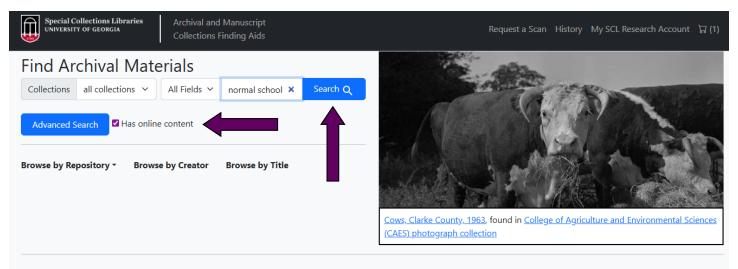
If you are not currently logged in, you will be asked to log in after submitting your request.



After logging in, you will then see your request added to your queue page. Please contact <a href="mailto:sclib@uga.edu">sclib@uga.edu</a> if you would like to visit or request scanning services.



If you would like to browse our digitized content only, we now have a feature that allows you to search collections with online content. From the main search page, check the box for "Has online content" and enter a search term.



## About this Site

This database enables broad searching across the collections of the <u>Hargrett Rare Books and Manuscript Library</u> and the <u>Richard B. Russell Library for Political Research and Studies</u>. For help navigating this database, see the Special Collections Libraries <u>research guides</u>.

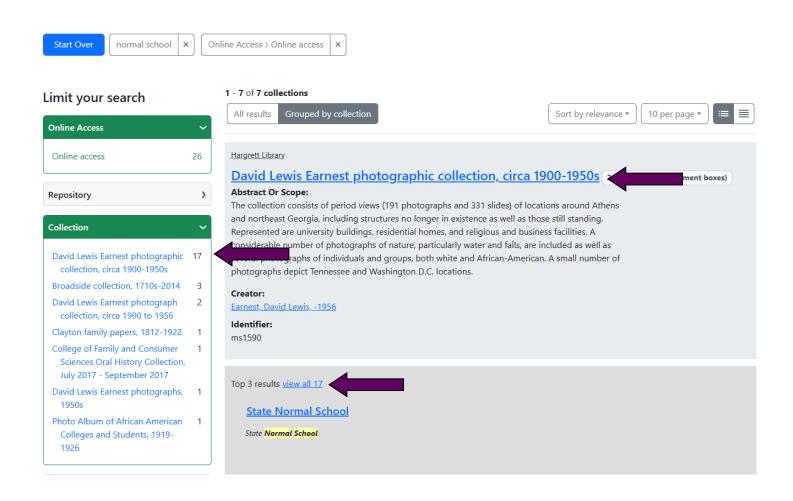
## **Find More**

Books, Periodicals, and Maps in the <u>Library Catalog</u>: Includes published materials from the Hargrett and Russell Libraries including Georgiana, Rare Books, and Private Press. For Brown Media Archives Audiovisual Materials, see the <u>Brown Media search portal</u>. For more information, see the <u>Special Collections Libraries research page</u>.

## Language and Content Note

The goal of the University of Georgia Special Collections Libraries is to describe archival collections in a manner that is honest and respectful to the individuals, organizations, and communities who create, use, and are represented in these resources. For many reasons, users may still find language in finding aids that is offensive and/or harmful for example, terms or phrases that are racist, sexist, homophobic, ableist, or otherwise demeaning to the people and communities described. See the Statement on Language in Archival Description for more information.

Again, you may either select the links under the Collection column or view results under the grouped search results.



Once you select a collection, you will now see the View Online buttons that will take you directly to the digitized image, hosted on the Digital Library of Georgia.

