1) Begin searching directly from the “Search Collections” button, accessible from the Special Collections website.  
[libs.uga.edu/scl]
2) Enter a keyword search into the first search box under “Archival and Manuscript Collections Finding Aids” and select the “Search” button.
3) When presented with your search results, click on the Title (highlighted in blue to open the finding aid).

3) Click in the check boxes for any box you would like to request within the Series Descriptions and Folder Listing. Once you’ve made your selections, click Submit Request.
4) After you click on **Submit Request**, a confirmation box will appear. Please select **Submit Request** again in order to finalize the requesting process.
5) If you are not currently logged in, you will be asked to log in after submitting your request.

6) After logging in, you will then see your request added to your queue page.