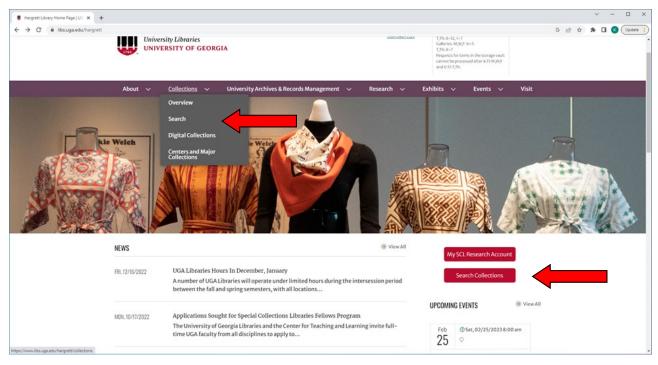
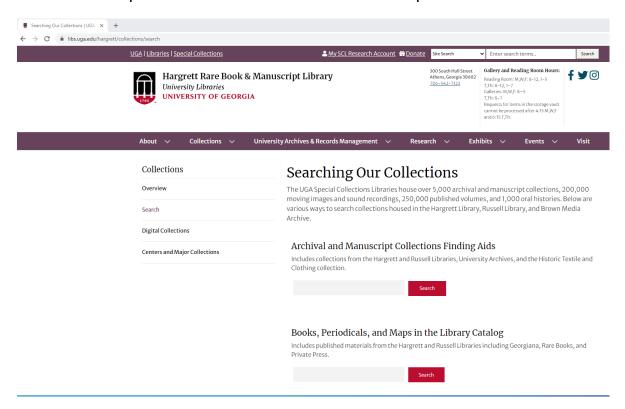
Requesting items from the Hargrett Rare Book and Manuscript Library

1) Search for the item(s) of interest in the Collections search box from the Hargrett website (libs.uga.edu/hargrett)



1a) You may also search directly from the "Searching Our Collections" page, accessible from both the main Special Collections website and the drop down above.



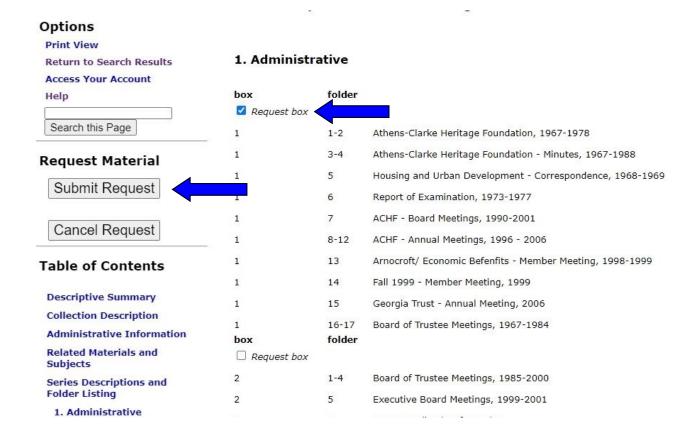
2) Click on the **Title** (highlighted in blue to open the finding aid)



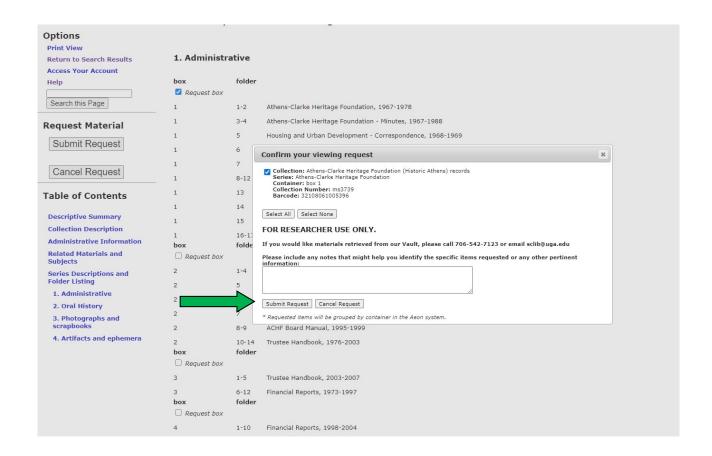


3) Click in the check boxes for any box you would like to request within the Series

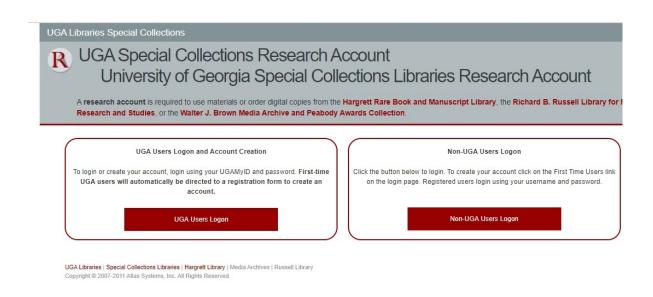
Descriptions and Folder Listing. Once you've made your selections, click Submit Request.



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.

