Requesting items from the Hargrett Rare Book and Manuscript Library

1) Search for the item(s) of interest in the Hargrett Manuscripts or University Archives search box.
2) Click on the **Title** (highlighted in **red**) to open the finding aid

3) Click on the **Request Material** button to activate check boxes within the **Series Descriptions and Folder Listing**
4) Once you select the box(es) of interest, you will need to click on the Request Material button again.

5) After you click on Request Material, a confirmation box will appear. Please select Submit Request in order to finalize the requesting process.
6) If you are not currently logged in, you will be asked to log in after submitting your request.

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