Requesting items from the Richard B. Russell Library for Political Research and Studies

1) Search for the item(s) of interest by clicking on Searching from the Research dropdown on the Russell homepage.
2) Enter a keyword or phrase search in the search box.

3) Click on the Title (highlighted in brown) to open the finding aid.
4) Click on the **Request Material** button to activate check boxes within the **Series Descriptions and Folder Listing**.

5) Once you select the box(es) of interest, you will need to click on the **Request Material** button again.
6) After you click on Request Material, a confirmation box will appear. Please select Submit Request in order to finalize the requesting process.

7) If you are not currently logged in, you will be asked to log in after submitting your request.
8) After logging in, you will then see your request added to your queue page.