Requesting Items from the Hargrett Rare Book and Manuscript Library

1) Search for the item you want

Manuscripts Finding Aids

Browse
Title | Creator | Subject

Search
Keyword
Title
Creator
Year(s)
From to
Search Clear Help

2) Click on the Title (highlighted in red) to see the collection inventory

1 Creator: Cuyler family
Title: Telamon Cuyler: Family papers
Coll. Number: ms1170.series2
Coverage: undated
Subjects: Genealogy--Georgia
Matches: ...Cuyler family...
82 hits ...Cuyler family...
...Cuyler family...

Similar Items: Find

3) Click the button labeled Request Material located on the left side of the screen then scroll down to find the box or boxes you would like to request
4) Check the box next to the box number of the item you would like to see

Subseries 2B Correspondence

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>86</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

5) Then click the button labeled Submit Request located on the left side of the screen

6) A window will pop up confirming your request. Please be sure to choose what date you would like to visit by clicking on the date labeled Scheduled Date. Click the button labeled Submit Request

*Requested items will be grouped by container in the Aeon system.*
7) You will be taken to the UGA Special Collections Research Account log on page. *First time users affiliated with UGA should enter their UGA MyID and password into the box on the left.* First time user *not* affiliated with UGA should click on the link labeled First Time Users.

![Non-UGA Users Logon](image)

* Email Address: 
* Password: 

**Forgot Password?**  
**First Time Users**