

# Requesting items from the Hargrett Rare Book and Manuscript Library And the Russell Library for Political Research and Studies

The screenshot shows the top section of the Special Collections Libraries website. On the left is the University of Georgia logo with the text "Special Collections Libraries University Libraries UNIVERSITY OF GEORGIA". To the right of the logo is the address "300 South Hull Street Athens, Georgia 30602" and phone number "706-542-7123". Further right are the "Gallery and Reading Room Hours" and social media icons for Facebook and Instagram. Below this is a navigation menu with items: About, Research, Exhibits, Instruction, Programs, Visit, and Contact Us. A large photograph of an exhibit gallery follows, showing display cases and informational panels. At the bottom of the screenshot are three circular logos: "UNIVERSITY ARCHIVES RARE BOOKS MANUSCRIPTS GEORGIANA", "FOR THE PEOPLE OF THE PEOPLE BY THE PEOPLE", and "WALTER J. BROWN MEDIA ARCHIVES REEBODY AWARDS COLLECTION". To the right of these logos are two buttons: "My SCL Research Account" and "Search Collections". A red arrow points to the "Search Collections" button.

1) Begin searching directly from the **“Search Collections”** button, accessible from the Special Collections website. [libs.uga.edu/scl](https://libs.uga.edu/scl)



## Research

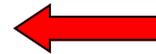
[Overview](#)[Searching Our Collections](#)[Reference Request Form](#)[Reproductions & Copies](#)[Research Guides](#)

## Searching Our Collections

The UGA Special Collections Libraries house over 5,000 archival and manuscript collections, 200,000 moving and sound recordings, 250,000 published volumes, and 1,000 oral histories. Below are various ways to search collections housed in the Hargrett Library, Russell Library, and Brown Media Archive.

### Archival and Manuscript Collections Finding Aids

Includes collections from the Hargrett and Russell Libraries, University Archives, and the Historic Textile and Cloth collection.



2) Enter a keyword search into the first search box under “Archival and Manuscript Collections Finding Aids” and select the “Search” button.



4) After you click on [Submit Request](#), a confirmation box will appear. Please select [Submit Request](#) again in order to finalize the requesting process.

The screenshot shows a web interface for requesting materials. On the left, there are navigation options: 'Options' (Print View, Return to Search Results, Access Your Account, Help, Search this Page), 'Request Material' (Submit Request, Cancel Request), and 'Table of Contents' (Descriptive Summary, Collection Description, Administrative Information, Related Materials and Subjects, Series Descriptions and Folder Listing, 1. Administrative, 2. Oral History, 3. Photographs and scrapbooks, 4. Artifacts and ephemera). The main content area displays a list of records under the heading '1. Administrative'. A dialog box titled 'Confirm your viewing request' is open, showing details for a selected record: Collection: Athens-Clarke Heritage Foundation (Historic Athens) records, Series: Athens-Clarke Heritage Foundation, Container: box 1, Collection Number: ms3739, Barcode: 32108061005396. The dialog includes 'Select All' and 'Select None' buttons, a section for 'FOR RESEARCHER USE ONLY' with contact information and a note field, and 'Submit Request' and 'Cancel Request' buttons. A green arrow points to the 'Submit Request' button in the dialog. A footnote at the bottom of the dialog states: '\* Requested items will be grouped by container in the Aeon system.'

box	folder	Description
<input checked="" type="checkbox"/> Request box		
1	1-2	Athens-Clarke Heritage Foundation, 1967-1978
1	3-4	Athens-Clarke Heritage Foundation - Minutes, 1967-1988
1	5	Housing and Urban Development - Correspondence, 1968-1969
1	6	
1	7	
1	8-12	
1	13	
1	14	
1	15	
1	16-17	
<input type="checkbox"/> Request box	<b>folder</b>	
2	1-4	
2	5	
2	7	
2	8-9	ACHF Board Manual, 1995-1999
2	10-14	Trustee Handbook, 1976-2003
<input type="checkbox"/> Request box	<b>folder</b>	
3	1-5	Trustee Handbook, 2003-2007
3	6-12	Financial Reports, 1973-1997
<input type="checkbox"/> Request box	<b>folder</b>	
4	1-10	Financial Reports, 1998-2004

5) If you are not currently logged in, you will be asked to log in after submitting your request.

UGA Libraries Special Collections

**UGA Special Collections Research Account**  
**University of Georgia Special Collections Libraries Research Account**

A **research account** is required to use materials or order digital copies from the **Hargrett Rare Book and Manuscript Library**, the **Richard B. Russell Library for Research and Studies**, or the **Walter J. Brown Media Archive and Peabody Awards Collection**.

**UGA Users Logon and Account Creation**

To login or create your account, login using your UGAMyID and password. **First-time UGA users will automatically be directed to a registration form to create an account.**

[UGA Users Logon](#)

**Non-UGA Users Logon**

Click the button below to login. To create your account click on the First Time Users link on the login page. Registered users login using your username and password.

[Non-UGA Users Logon](#)

UGA Libraries | Special Collections Libraries | Hargrett Library | Media Archives | Russell Library  
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6) After logging in, you will then see your request added to your queue page.

University of Georgia Libraries Special Collections

**UGA Special Collections Research Account** Search

Transaction(s) 77417 received.

- [Logoff mbowen](#)
- [Main Menu](#)
- [Find Resources](#)
  - [Hargrett Rare Book and Manuscript Library](#)
  - [Russell Library for Political Research and Studies](#)
  - [Brown Media Archives and Peabody Awards](#)
  - [GILFind - UGA Libraries Catalog](#)
  - [How to Request Material](#)
- [Request an Item](#)
  - [Brown Media Archives](#)
- [Requests](#)
  - [All Requests](#)

**Please do not refresh this page after requesting an item, as it may create a duplicate request.**

Outstanding Requests						
TN	Request Type	Title	Author	Box	Location	Status
77417		Athens-Clarke Heritage Foundation house survey: 724 Cobb St.		Box 3	Hargrett Manuscripts	Awaiting Request Processing
77340		Joseph Emerson Brown Family papers: Diary - Elizabeth Grisham Brown		Box 8	Hargrett Manuscripts	Material In Use
76375		27th Infantry Regiment (the Wolfhounds) collection: Joseph Marlett		Box 8	Hargrett Manuscripts	Request Finished

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