

# Requesting items from Hargrett Rare Books and Georgiana Collection

- 1) Search for the item(s) of interest in the GIL-Find Catalog. Users yield more complete results by starting from the UGA Libraries homepage: <http://www.libs.uga.edu/>
- 2) You may start your search from the main page by selecting “Books and More” from the dropdown and entering your title or keywords into the search box.

The screenshot shows the University Libraries homepage. At the top left, it displays the library name, date (Wednesday, March 20, 2024), hours (7:30am - 2:00am), and a link to 'All Library Hours'. The University Libraries logo and 'UNIVERSITY OF GEORGIA' are in the center. A 'Site Search' box is on the right. A navigation bar below contains links for Search, Borrow & Request, Research & Teaching Support, Services, Libraries & Collections, Study Spaces & Tech, About, and Ask Us! Chat & More. The main content area features a large 'START YOUR SEARCH' heading. Below it is a search bar with a dropdown menu. The dropdown menu is open, showing options: Multi-Search, Multi-Search, Books & More (highlighted with a yellow arrow), Journals by Title, and Google Scholar + UGA Access. A green arrow points to the 'Search' button. Below the search bar are links for 'Course Reserves & Guides' and 'Search Special Collections'. The bottom section is divided into 'Hours & Locations' and 'Tools & Resources'. Under 'Hours & Locations', there is a card for 'Main Library' with a phone number (706.542.3251) and hours (7:30 A.M. - 2:00 A.M.), and a status indicator 'OPEN'. Under 'Tools & Resources', there are three images of students and two buttons: 'Chat With Us' and 'How-To Guides & Tutorials'.

2) If you go directly to the [GILFind catalog](#), you may type in the title or keyword search term here as well.

The screenshot shows the top navigation bar of the GILFind catalog. The search bar contains the text "oconee hill cemetery" and a yellow arrow points to it from the left. To the right of the search bar are dropdown menus for "GIL-Find" and "University of Georgia", and a magnifying glass icon. Below the search bar, there are links for "Sign in" and "DISMISS".

**Search Tips:**

- Use quotes to search for **phrases** example: "Civil War"
- Use an \* for **wildcard searches** example: biochem\* will return biochemistry and biochemical
- AND, OR and NOT can be used for **boolean logic** example: ((biomedical AND engineering) NOT nuclear)
- Boolean operators (AND, OR, NOT) must be ALL CAPS

**Access My Library Account**

- Renew books online
- Request from other University System of Georgia Libraries
- Check my requests

**Where can I get help?**

Ask a librarian how to start your search

3) To reduce the number of results, select the **Special Collections Library** option in the Library section.

The screenshot shows the search results page for "oconee hill cemetery". The search bar at the top contains the same text. Below the search bar, there are links for "Sign in" and "DISMISS". The results are displayed in a list format with 14 results. On the left side, there is a "Tweak my results" section with various filters. A green arrow points to the "Special Collections Library (9)" option under the "Library" filter.

**Tweak my results**

Sort by Relevance ▾

**Availability** ^

Full Access Online (1)

Available in the Library (12)

**Format** ^

Books (8)

Other (4)

Maps (1)

Journals (1)

**Creation Date** ^

From To Refine

1800 2012

**Library** ^

Special Collections Library (9)

Main Library (4)

Owens Library (3)

**Location** ^

**14 Results**

- 1 JOURNAL **Friends of Oconee Hill Cemetery : the newsletter of Friends of Oconee Hill Cemetery.**  
Oconee Hill Cemetery (Athens, Ga.). Friends.  
Athens, Georgia : Friends of Oconee Hill Cemetery 2000  
Available at Special Collections Library Special Collections Hargrett (Ga Room F294.A7 O46) >
- 2 OTHER **Oconee Hill Cemetery records, 1897-2004.**  
Oconee Hill Cemetery. Board of Trustees.  
1897  
Check holdings at Special Collections Library Special Collections Hargrett Manuscripts (Hargrett MS 3835) >
- 3 OTHER **Friends of Oconee Hill Cemetery records, 1997-2013.**  
Friends of Oconee Hill Cemetery (Athens, Ga.)  
1997  
Check holdings at Special Collections Library Special Collections Hargrett Manuscripts (Hargrett MS 3868) >
- 4 BOOK **Oconee Hill Cemetery record of interments,**  
Oconee Hill Cemetery, Athens, Ga.; Athens Historical Society.  
Athens, Ga. 1971  
Available at Special Collections Library Special Collections Hargrett Reference (Reading Rm) (Hargr Ref Folio F294.A7 M31 1971) >
- 5 OTHER

#### 4) Select the **title** you would like to request.

The screenshot shows the GIL-Find search results page for the query "oconee hill cemetery". The search bar at the top contains the text "oconee hill cemetery" and the search results are displayed in a list. The first result is a journal titled "Friends of Oconee Hill Cemetery : the newsletter of Friends of Oconee Hill Cemetery." A green arrow points to the title of this first result. The left sidebar contains various filters such as "Active filters", "Tweak my results", "Sort by", "Availability", "Format", "Creation Date", and "Library".

#### 5) Click on **Request to View at SCL**.

The screenshot shows the detailed view page for the journal "Friends of Oconee Hill Cemetery : the newsletter of Friends of Oconee Hill Cemetery." The page includes a "Send to" section with various export options like "EXPORT BIBTEX", "EXPORT RIS", "REFWORKS", "ENDNOTE", "EASYBIB", "CITATION", "PERMALINK", "PRINT", and "E-MAIL". Below this is a "Get it" section with a "Sign-in for More Options" button and a "Sign in" button. A green arrow points to the "Request to View at Special Collections" button in the "VIEW OPTIONS" section. The "REQUEST OPTIONS" section shows the item's location: "Special Collections Library Special Collections Hargrett Ga Room F294.A7 O46" and a table with the following data:

Year	All	Volume	All	Description	All
Special Collections Library Special Collections Hargrett Ga Room F294.A7 O46 <a href="#">Hide Details</a>					
(2000:Spring)-(2000:Autumn)					
1 - 1 of 1 Records					
BARCODE	TYPE	POLICY	DESCRIPTION	STATUS	OPTIONS
32108049356051	Issue	Not loanable	2000:Spring,2000:Autumn	Item in place (0 requests)	

6) A window will pop up to confirm your request. Select the **Submit Request** button.

**Confirm your request**

**Title:** Friends of Oconee Hill Cemetery : the newsletter of Friends of Oconee Hill Cemetery.  
**Call number:** Ga Room F294.A7 O46  
**Barcode:** 32108049356051  
**Location:** 5Georgia Room  
**Volume:** 2000:Spring, 2000:Autumn  
**Copy #:** 0

**Select All** **Select None**

Please include any notes that might help us identify the specific items requested or any other pertinent information:

**Select a date from the calendar (below) to visit UGA Special Collections to view the material.**  
07/02/2018

Keep this request saved in your account for later review. IT WILL NOT BE SENT TO LIBRARIES STAFF FOR FULFILLMENT.

**Submit Request** **Cancel Request**

\* Requested items will be grouped by container in the Aeon system.

7) If you are not logged in, Aeon will prompt you to log in to register the 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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