Special Collections Manuscript Retrieval Request Form (for VIC 184 students)

Reminders:

- Please complete all sections of this form.
- We require at least 24 hours advanced notice during Monday to Friday. We do not read requests during the weekend and stat holidays.
- Researchers are provided with one file to view at a time
- Please list your files in priority order; the order in which you want to view the files
- We reserve the right to retrieve only 5 different boxes of material at any one given time
- Researchers can view material Monday to Friday from 9:30-4:30, when the Library is open

Sample Request:

Name of Special Collection: Alice Boissoneau fonds

Accession Number: 2008.07

Series Number/Title: Series 2 – Manuscripts and other Records

Box Number: 5

File Number: 5; Title of File: Sketch Material

File Number: 6; Title of File: Story material/ideas

File Number: 7; Title of File: Stories

Researcher’s Contact Information:

Name

Email

Proposed Date of Visit

Time/Date Submitted

Name of Librarian Receiving Request

Notes:
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Name of the Special Collection or Fonds

Accession Number (if present)

Series Number or Title (if present)

Box Number

File Number(s) ; Title of File

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File Number(s) ; Title of File

File Number(s) ; Title of File

Accession Number (if present)

Series Number or Title (if present)

Box Number

File Number(s) ; Title of File

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