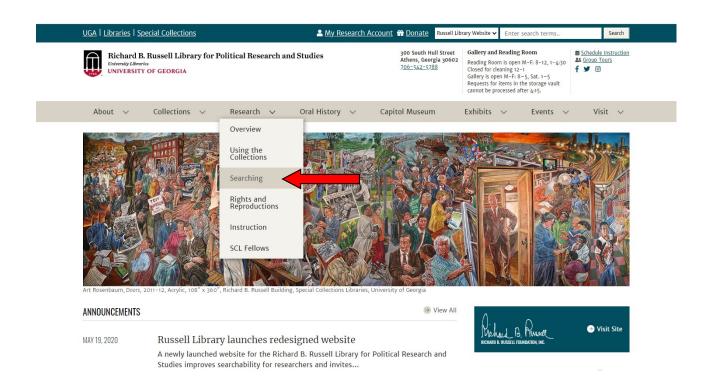
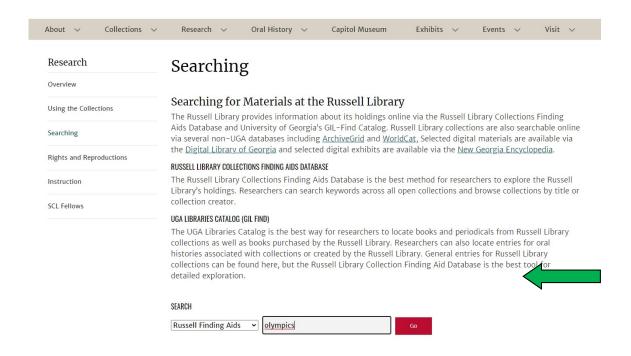
Requesting items from the Richard B. Russell Library for Political Research and Studies

1) Search for the item(s) of interest by clicking on Searching from the Research dropdown on the Russell homepage.



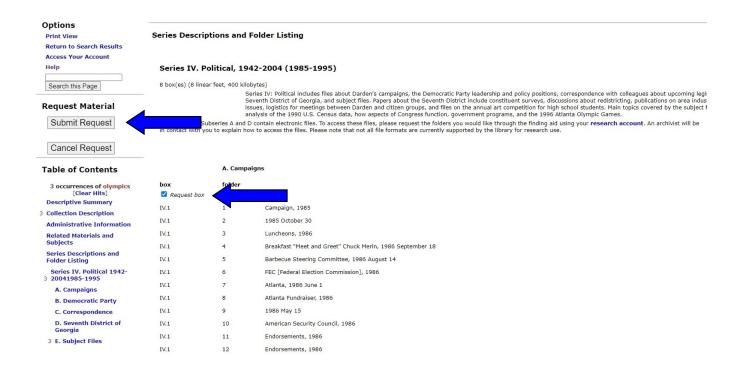
2) Enter a keyword or phrase search in the search box.



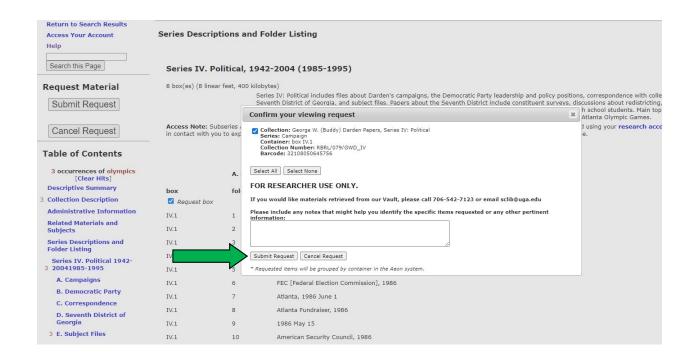
3) Click on a Title (highlighted in blue) to open the finding aid



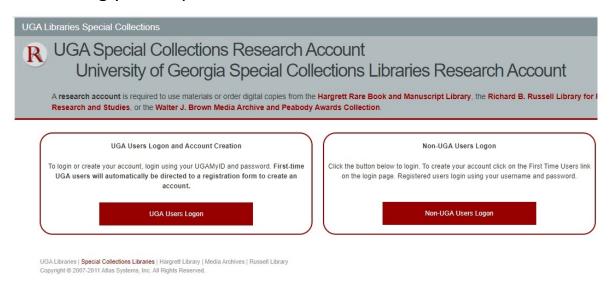
4) Scroll down to **Series Descriptions and Folder Listing**. Click inside the check boxes to select a box or boxes. Click **Submit Request** once you have selected your boxes.



6) After you click on Submit Request, a confirmation box will appear. Please select Submit Request again 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.

