## Rare Books: Submitting a Request & Booking an Appointment

## Before You Begin

For <u>same-day appointments</u>, please first call the library at 416-585-4470 or visit us in-person to determine if an appointment is available. Researchers must submit their requests for rare books by either **10:30 am or 2:30 pm** on the day they want to consult them.

Materials are available for consultation only after you receive an email confirming your appointment. Please visit **Consulting Our Rare Book Collections** for information that we require for each request.

## Submitting a Request to Consult Rare Books

For **<u>same-day appointments</u>**, please first call the library at 416-585-4470 or visit us in-person to determine if an appointment is available.

- 1. Navigate to the <u>library catalogue</u> (called *LibrarySearch*) and locate the title that you would like to request for consultation
- 2. In the catalogue listing for the title, select *Special Collections Access*
- 3. This will direct you to your **Special Collections Access account**:
  - 1. If you currently don't have an account, please consult the instructions on <u>registering for</u> <u>first-time users</u>
  - 2. If you are not already logged in, enter your UTORid and password (or your username and password if you are a visiting researcher)
- 4. Review the information associated with the book you are requesting to ensure it is complete
- 5. Navigate to *Appointment*:
  1. Click on *Schedule a New Appointment*:

Schedule a New Appointment

2. Select the date and time of your visit and click on *Create Appointment*:

Create Appointment

6. Click on **Submit Request** to complete it:

Submit Request

- 7. For <u>same-day appointments</u>, please call the library at 416-585-4470 or visit us in-person to modify your appointment time to the same day
- 8. If you would like to request additional books, repeat the above steps.

Last updated: January 28, 2025

**Source URL:** https://library.vicu.utoronto.ca/collections/special\_collections/account/books