

Rare Books: Submitting a Request & Booking an Appointment

Before You Begin

For [same-day appointments](#), 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 [same-day appointments](#), 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 [library catalogue](#) (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 [registering for first-time users](#)
 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

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



7. For [same-day appointments](#), 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.

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