

Special Collections: Submitting a Request & Booking an Appointment

Before You Begin

Researchers must provide a minimum of three weekdays' advance notice to request an appointment for consulting materials from our special collections.

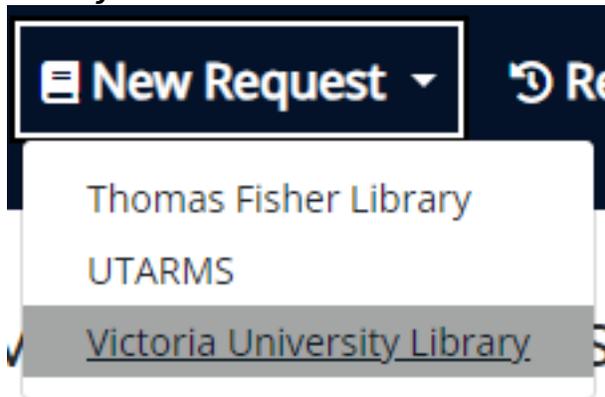
Please note that, as indicated on our online request form, researchers can have up to **ten active requests** at any one time.

Materials are available for consultation only after you receive an email confirming your appointment.

Please visit [Consulting Our Special Collections](#) for information that we require for each request.

Submitting a Request to Consult Special Collections

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, visit <https://aeon.library.utoronto.ca/> and enter your UTORid and password (or your username and password if you are a visiting researcher)
3. Under the main navigation bar, click on **New Request** and then select **Victoria University Library**:



4. This will redirect you to the **New Request** form, where you can provide the necessary details associated with the materials you are requesting for consultation
5. We require researchers to provide us with the following information for each file they would like to consult:
 1. Under **Collection / Fonds** enter the name of the collection, for example:

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Published on E.J. Pratt Library (<https://library.vicu.utoronto.ca>)

Collection:

2. Next, enter the **accession number** (if present), for example:

Below enter the Accession Number (if present). Example: 2019.08

3. Then, enter the **Box number** and the corresponding **File number(s)**, for example:

6. Under **Appointment**, click on **Schedule a New Appointment**:

[Schedule a New Appointment](#)

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

[Create Appointment](#)

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Source URL: https://library.vicu.utoronto.ca/collections/special_collections/account/collections