

Dear [],

Thank you for your interest in [].

Below are answers to **frequently asked questions** about the logistics of conducting research in the Department of Special Collections at UCLA. Please read through them, and feel free to send any additional questions you may have about your visit to spec-coll@library.ucla.edu. We look forward to welcoming you soon!

With all best wishes,

[your signature]

May I use your Special Collections? Do I need letters of recommendation or prior permission before I arrive?

We provide access to Special Collections materials to all researchers 18 years of age and over. You do not need letters of recommendation, prior permission, or an institutional affiliation to conduct research.

When can I visit? Do I need an appointment?

Our normal business hours are Monday through Saturday, 10 am to 5 pm, with some exceptions for UCLA intersession periods and holidays. To check our current hours, please call (310) 825-4988 or visit the Library's schedule at <http://www2.library.ucla.edu/about/887.cfm>.

You don't need an appointment to visit, but it is a good idea to submit your request to view materials in advance (see below).

How can I determine if you have what I'm looking for?

There are several resources available online that can help you conduct preliminary research:

To search for rare books and manuscript collection titles, try the UCLA Library catalog at <http://catalog.library.ucla.edu>.

To ascertain the contents of our manuscript collections, you can search the finding aids available online via the Online Archive of California (OAC) at <http://www.oac.cdlib.org/institutions/ark:/13030/tf129008pn>. Each finding aid has a "Container List" on the left side of the screen which will give a detailed breakdown of the collection's contents and help you decide which boxes you would most like to see.

If you're still not sure whether or not we have the material you need, please email us at spec-coll@library.ucla.edu, and one of us will assist you.

Do I need to request materials in advance?

It is a good idea to submit your request to view materials at least three business days in advance of your visit because many of our materials are stored in an off-site facility. You can email your book or manuscript box

request to speccoll-paging@library.ucla.edu, or call our Reference Desk at (310) 825-4988 during our business hours.

Please note that due to space limitations, we must limit manuscript box requests to five boxes per reader per day, though we welcome you to visit as many days as needed to complete your research.

Where are you located, and how do I get there?

If you're unfamiliar with the UCLA campus, there is a map available online at http://www.ucla.edu/map/map_ucla.pdf. The Young Research Library, which houses the Department of Special Collections, is located in the "North" part of campus (see http://www.ucla.edu/map/map_northcampus.pdf).

When you come to visit, we recommend that you enter campus from Hilgard Ave., the eastern border of campus, at Wyton Drive (see arrow on the map). You can purchase parking at the "i"-labeled kiosk for Lot 5 or Lot 3, both of which are quite close to the library. Parking is \$8 per day.

For more information on parking at UCLA, please visit <http://www.transportation.ucla.edu/visitors/parking/>.

For directions to the UCLA campus, please visit <http://www.transportation.ucla.edu/visitors/navigating/directions/>.

What are your access procedures?

You will enter the Young Research Library from the south. Be sure to stop by the Circulation Desk on the first floor to pick up a free library access card. You will just need to present a government-issued photo ID, such as a driver's license or passport, to receive your free access card. You can then proceed down the staircase or elevators to the left of the Circulation Desk; the main entrance to the Department of Special Collections is located at the foot of this staircase, one floor down from the first floor.

When you arrive, we will have you fill out a brief form to register you as a reader in our department, and then we will have you lock up any personal belongings – bags, pens, folders, containers – in a locker before admitting you to our Reading Room to view the materials. You are welcome to bring a laptop computer with you if you wish; we will provide you with pencil and notepaper to take notes.

What should I do if I still have questions?

You can visit us on the web at <http://www.library.ucla.edu/libraries/special/scweb/>, or you can email your specific questions to spec-coll@library.ucla.edu. We are happy to answer any questions that you may have and look forward to assisting you with your research.