

Special Collections Onsite Research Requests

Due to ongoing efforts to mitigate the spread of COVID-19, the University of Alabama Libraries Special Collections is providing onsite access to materials at W. S. Hoole Special Collections Library by appointment only.

Making a Request

Appointment requests must be made two working days before your proposed arrival. This will allow Special Collections staff to prepare for your visit.

Appointments are available Monday through Friday from 8:30 a.m. to 4:30 p.m.

Materials that are currently accessible in our [Digital Collections](#) will not be available at this time. Formerly self-serve materials in the reading room (microfilm and reference books) will be available by request.

Contact archives@ua.edu to request an appointment.

Each appointment block will be limited to six researchers. In addition, the availability of appointments may be disrupted in response to public health orders or at the discretion of the University of Alabama Libraries Special Collections.

What to Expect During a Visit

Staff will come down to the lobby of Mary Harmon Bryant Hall at the appointed time and let each researcher into the building and provide access to the elevator.

Everyone will be required to wear a mask or other face covering, which they will provide.

Everyone will be required to maintain a 3-foot distance from others at all times. Researchers are required to bring their own pencils and loose sheets of paper.

Lockers will be available for researchers to store personal items such as purses, laptop bags, and backpacks.

Photocopying services will not be available. However, researchers may image documents with their own mobile devices or non-SLR cameras (without flash), subject to established restrictions on particular collections.