

Special Collections

Onsite Research Requests

Beginning July 23, 2020, the University of Alabama Libraries Special Collections will provide onsite access to materials at W. S. Hoole Special Collections Library by appointment only to UA faculty, staff, and students. At this time, we are not open to the general public.

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.

As of August 19, appointments are available Monday through Friday from 8 a.m. to 5 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 three 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 6-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.

Before and after each time block, staff members will sanitize tables, chairs, and any other surfaces touched by researchers during their visit.