

# HANDWRITTEN REQUEST FOR ITEMS FROM TSU RL COLLECTIONS



Requests for items from [the digital version of the card catalog](#) and from [the E-catalog](#) can be made in a traditional handwritten form.

**When filling out a handwritten request form, it is important to:**

- Select and indicate the location where you will get the items
  - Circulation Desk – for books that can be borrowed;
  - Reading Room 2 (Professors') – for books, journals and newspapers that can be used in reading room only. Documents from the Department of Rare Books and Manuscripts are delivered to Reading Room 2 (Professors') only.
- Indicate the date and reader's last name.
- In a request form for a **book**, indicate the call number or accession number (copy all numbers from the catalog card from the digital version of the card catalog), author, title of the book and the year of publication. A separate request form is required for each volume.
- In a request form for a **journal**, indicate the call number, title, year, volume, issue, number, pages. One request form is filled out for each yearly set of journals but no more than 5 yearly sets during a day.
- In a request form for a **newspaper**, indicate the title, year, month, number and place of publication.

**Note:**

When requesting a journal or a newspaper, fill out a separate request form for each year.



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Handwritten requests are accepted by librarians in Reading Room 1 (Information Center 24/7) from 9:00 till 21:00 Monday through Friday, and from 9:00 till 15:00 on Saturday and Sunday.

The items are delivered within 90 min from 9:00 to 17:00 on weekdays.

The books that are not displayed in the E-catalog are delivered within 3 hours.

Requests made after 16:00 on weekdays, days off, holidays, and cleaning days are fulfilled the next working day. You may ask the librarian in the Reading Room 1 (Information Center 24/7) about the exact waiting time for the document delivery.

Handwritten requests for newspapers may also be accepted by librarians in Reading Room 2 (Professors'), who then send them to the Department of the Main Collection for fulfillment.

There are restrictions applied for certain types of documents at the library.

1. It is necessary to provide a letter of request, indicating the aim and the topic of the research work, from your employer (educational institution) addressed to:
  - the head of the Department of the Main Collection:
    - for documents published before 1850
    - for originals of digitized newspapers of the XIX – beginning of XX centuries, including Siberian ones
  - the director of the TSU Research Library:
    - for documents with restricted access (from the restricted-access collection)
2. Documents published before 1945, single copies and “Red” number items are checked out for use in Reading Room 2 (Professors') only.

The requested items are kept in the selected location for 5 days for the reader to collect.

Should you have any difficulties with filling out the request form, address a librarian.

**NB! Handwritten requests are not shown in Your Account in the E-catalog.**