



RESEARCH IN PERSON

Appointment Guide

California State Library
California History Section Staff
cslcal@library.ca.gov

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Introduction

Plan your visit to the California State Library's California History Section!
This guide will:

- Help you identify what information you'll need to supply staff if you have questions about or want to look at an item
- Walk you through how to make an appointment
- Outline what to expect when you visit

Please see [our research guides page](#) for information on searching our resources including:

- Basic Search: Getting Started Searching our Catalog
- Advanced Search: Tips and Tricks
- Is It Online? Remote Research Options

Keep in mind that we have multiple resources you should consider consulting when doing research with our collections such as:

- [The library catalog](#)
- Our secondary databases (available remotely online):
 - [California Information File II](#)
 - [City Directory Database](#)
 - [Phonebook Database](#)
 - [Gladding McBean Collection Architecture Database](#)
- Our paper card files (available onsite only):
 - California Information File
 - Photo File
 - Map File

If you have any questions or concerns, please don't hesitate to contact us using our [ask-a-librarian service](#) or via an email to cslcal@library.ca.gov.

Thank you for planning to come to the State Library!

Basic Search Quick Start

Before you visit, you need to determine what you want to see. Follow these steps to get started with our catalog. For detailed instructions consult our “Basic Search” guide on [our research guides page](#).

- Go to the [library catalog](https://catalog.library.ca.gov): <https://catalog.library.ca.gov>
- Change your search default:
 - Click on the dropdown to the right of the search box on a desktop or above it on a mobile (circled on visual)
 - Select “Library Catalog”
- Search:
 - Type in your search term into the search box (pointer on visual)
 - Hit enter or click on the magnifying glass (boxed on visual)

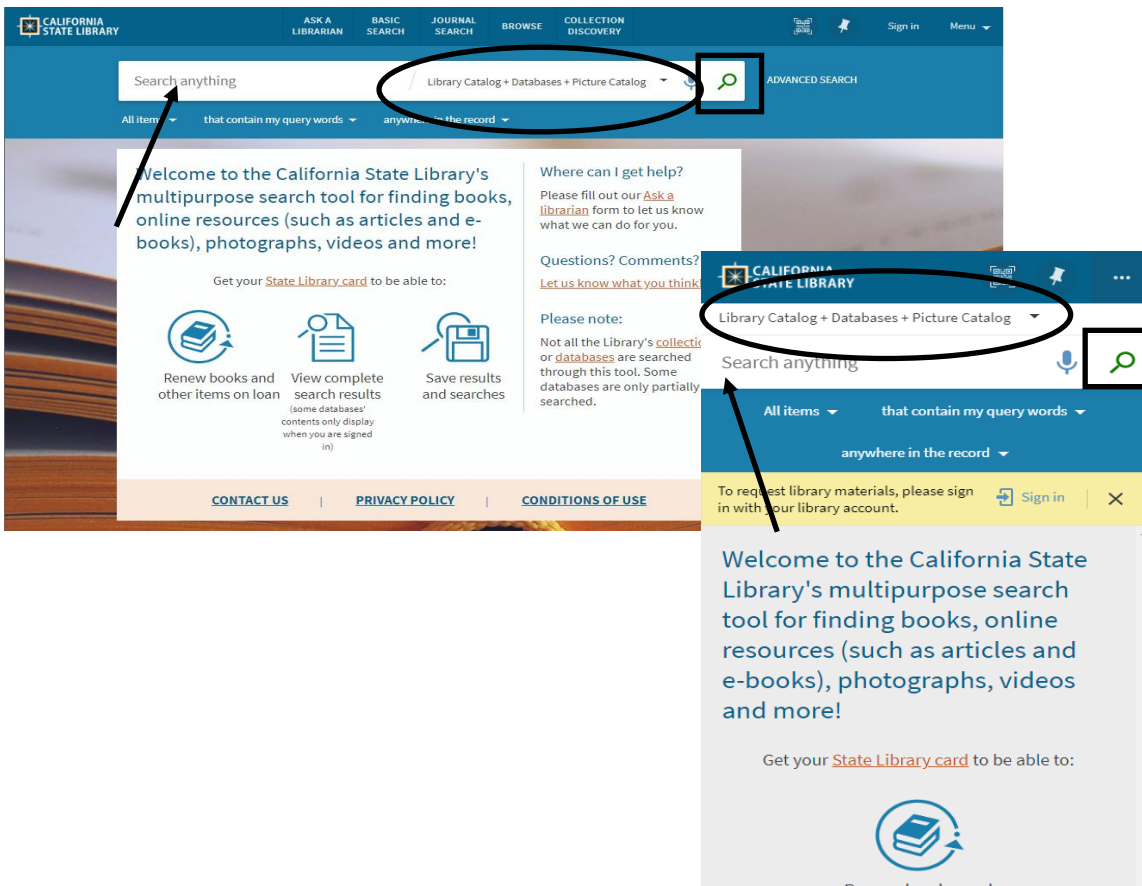


Figure 1: Desktop and mobile views of the library catalog, with the search default dropdown and search bars highlighted.

Making a Pull List

We are a closed-stack library, meaning that staff must get most items for you. Once you locate an item you want to see, click on the title in the results list to view the detailed item record; then, note down the following information for our pulling staff:

- **Item Titles** – These appear in bold at the top of the item record (circled on visual)
- **Call Numbers** – Scroll to Locations. The call number is listed on the second line in the white box after the word “available” (boxed on visual)
- **Permalinks** – Click on the chain symbol listed under “Send to” and labeled Permalink (pointer on visual).

Special Note:

Many items in our collection are viewable by appointment only. We strongly encourage you to make your list and contact us about the items you want to see at least three business days in advance of your visit.

[Visuals on following page](#)

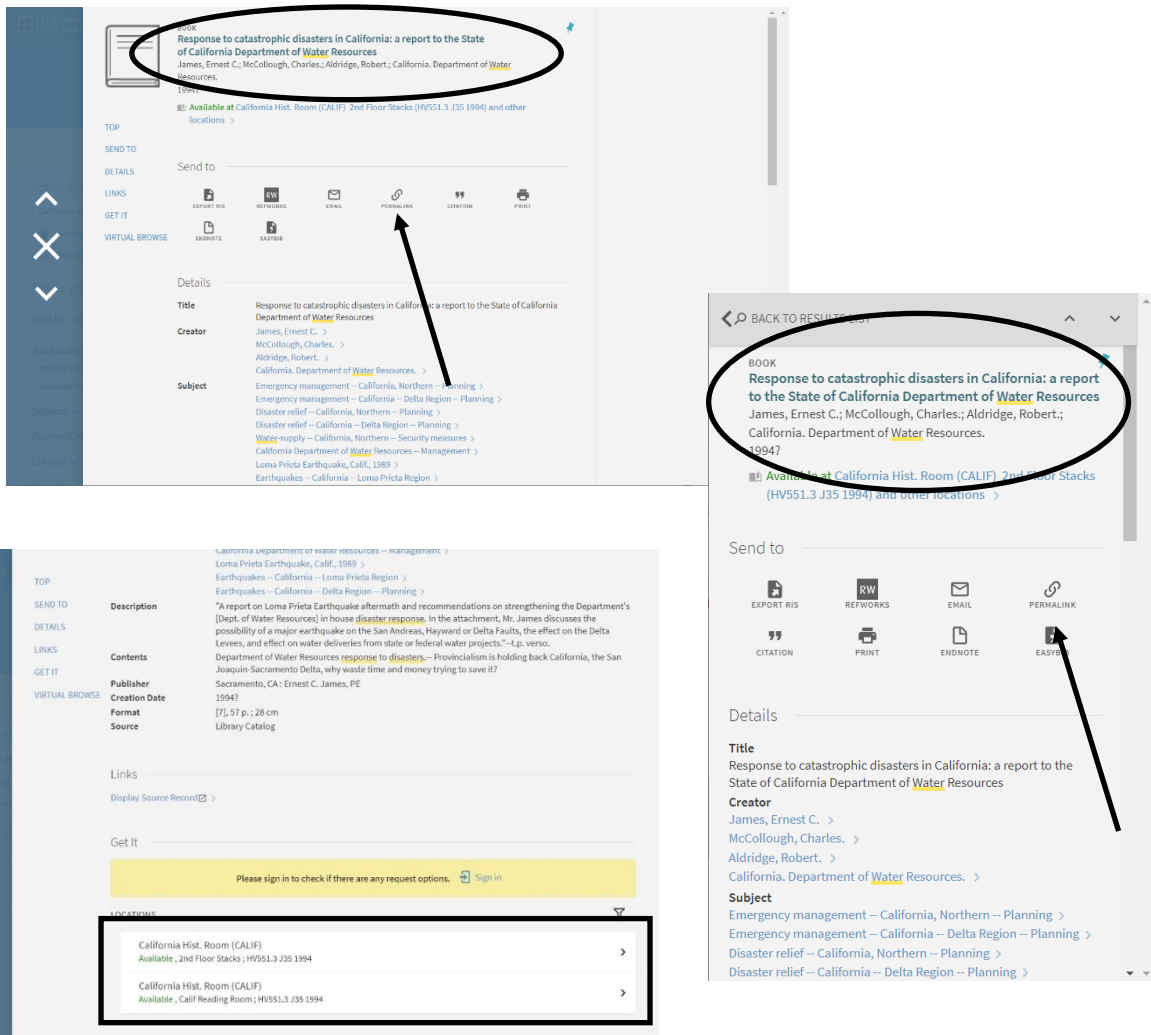


Figure 2: Desktop and mobile views of an item record with titles, permalinks, and call numbers highlighted.

Do You Need an Appointment?

Appointments must be made three business days in advance at the State Library bookings website: <https://libraryca.libcal.com/>

Appointments required: Rare items, including:

- Certain Books
- Certain Periodicals
- Manuscripts
- Images
- Vertical and Bio Files
- A/V materials
- Paper Maps
- Paper Phonebooks
- Select Directories
- Original Newspapers

Appointments recommended: Other paged items, including:

- Certain Books
- Certain Periodicals
- Certain Microfilm
- Microfiche Maps
- Microfiche Phonebooks

Walk-in (appointments not required) to browse:

- “Calif. Reading Room” items
- “Microfilm Room” items (mostly newspapers)
- Undigitized card catalogs

Still Unsure?

Make an appointment and list what you want to see. We can take it from there.

Special Note

These are general guidelines. The status of library items is subject to staff evaluation.

Make an Appointment: Part 1

3 business days in advance

(Required for rare items as defined on the previous page. Recommended for other paged items)

- Go to our [appointments page](https://libraryca.libcal.com): <https://libraryca.libcal.com>
- Select “Book a Space” under “California History Room” (pointer on visual)
- Select “Archival and Special Collections” (circled on visual)



Figure 3: Desktop and mobile views of the general library appointment page with the California History Section dropdown options highlighted.

Make an Appointment: Part 2

- Scroll to the base of the page
- Use the arrows to navigate to a date with an appointment available (circled on visual). *Note: We are open Tuesday-Thursday, 9:30-4:00*
- Select any open appointment slot noted by the color green (boxed on visual)
- Click “Submit” (pointer on visual)
- A page with conditions will pop up; click “Continue”

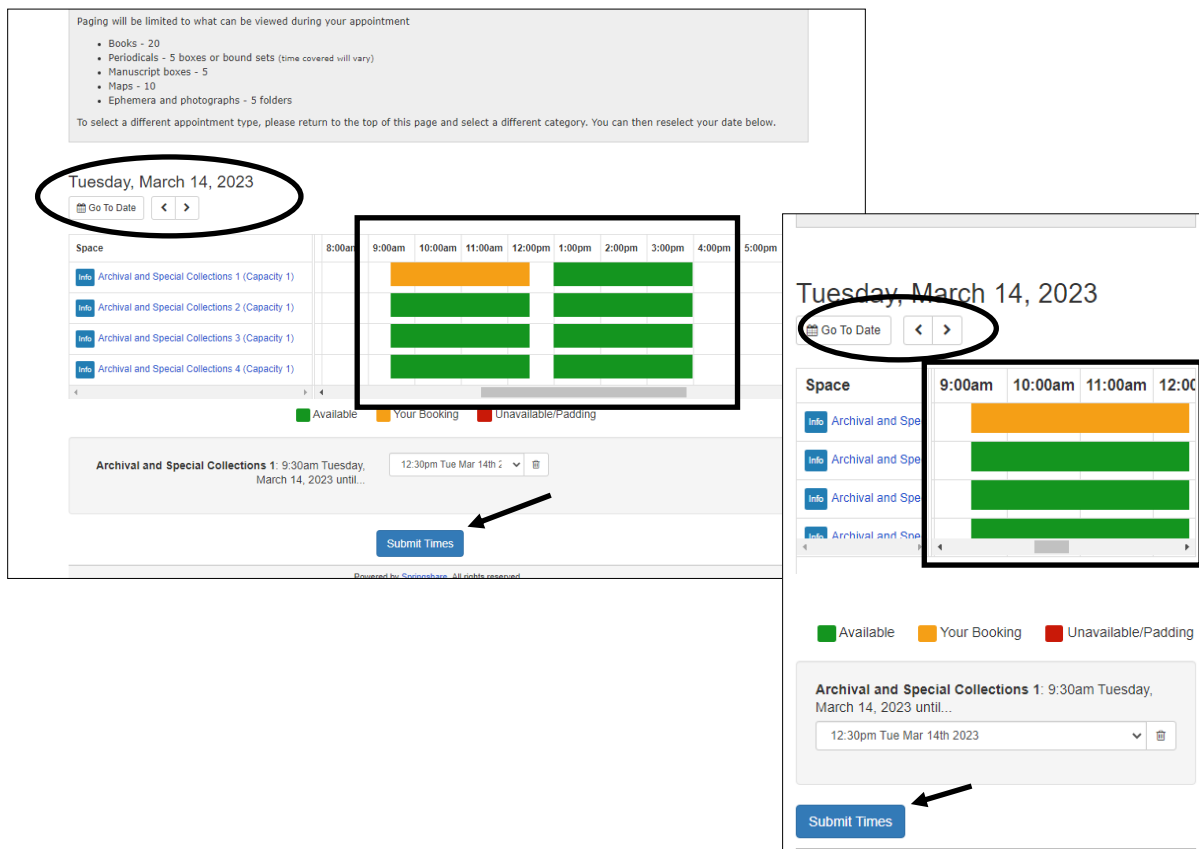


Figure 4: Desktop and mobile views of the selecting an appointment time with the date arrows, appointment slots, and submit button highlighted.

Make an Appointment: Part 3

- On the next page, provide some basic information about yourself
- Let us know if you have been working with a librarian in the “I contacted” box (circled on visual)
- Paste your pull list into the “Please provide as much detail...” box (boxed on visual)
- Finish filling out the rest of the form
- Click “Submit my Booking” (pointer on visual)

Fill out this form to submit your booking for approval. You will receive an additional follow up email with the Library's decision.

Full Name * First Name Last Name

Email *

Phone number: *

contacted CSL's Ask A Librarian. My question number is:

Are there specific library materials you would like to use during your appointment? *

Yes, I know what I want

I don't know

Please provide as much detail as possible about the materials you wish to use so we can have them ready for you. A title and call number will make it easier to get your items in time for your appointment.

Do you plan to publish? We want to talk to you about copyright and permission to use our materials. *

Yes

No, my research is for personal use only.

If your appointment is for a table, are you also hoping to use microfilm/fiche?

Yes

No

I don't know

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Fill out this form to submit your booking for approval. You will receive an additional follow up email with the Library's decision.

Full Name * First Name Last Name

Email *

Phone number: *

contacted CSL's Ask A Librarian. My question number is:

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Please provide as much detail as possible about the materials you wish to use so we can have them ready for you. A title and call number will make it easier to get your items in time for your appointment.

Do you plan to publish? We want to talk to you about copyright and permission to use our materials. *

Yes

Figure 5: Desktop and mobile views of the appointment details page with the spots for your pull list, information about any staff you've been working with, and the final submission button highlighted.

On the Day of Your Visit

Please Bring:

- Your pull list
- Photo Identification to register as a user
- A flash drive to save scans
- A camera or photo-capable smartphone to take photographs
- Research equipment such as note paper, pencils, and laptops (we have scrap paper and pencils)
- A sweater or jacket (the room can be chilly)

We are at the following location:

900 N Street Room 200, Sacramento, CA 95814

Parking

The State Library does not have dedicated parking. There are several parking garages and street parking is available in the area surrounding the library. For further information please consult the [City of Sacramento's parking page](#):

<https://www.cityofsacramento.org/Public-Works/Parking-Services>

Reading Room Rules

Please comply with the following during your visit:

- Store all purses, bags, etc. in our reading room lockers
- Don't bring food or drink into the reading rooms
- Use pencils instead of pens inside the reading rooms
- Silence your cell phones and step outside the reading rooms when you conduct a call
- Follow staff instructions regarding how and where to view/use materials

We look forward to seeing you!



CALIFORNIA STATE LIBRARY
CALIFORNIA HISTORY SECTION

CALIFORNIA HISTORY SECTION
900 N STREET ROOM 200
SACRAMENTO CA 95814

Phone: (916) 654-0176
E-mail: cslcal@library.ca.gov
Hours: 9:30-4 Tuesday-Thursday

This [guide is available online](http://www.library.ca.gov/california-history/research-guides/) at:
<http://www.library.ca.gov/california-history/research-guides/>

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