



Library & Archives

CSRM L&A Appointment Form

To make an appointment contact library.csrml@parks.ca.gov or call (916) 323-8073. Please provide as much information as possible about your research topic and what collections you need. You must have confirmation from CSRM staff over the phone or via email to secure your appointment.

Research Topic/Question:

1. Name: _____
2. Email: _____
3. Phone: _____

Appointments will be limited to one patron per appointment and must be made at least 3 business days in advance so that staff can pull materials and prepare.

Material housed off-site requires at least two weeks' notice.

CSRM Research Reservation Request			Appointment Availability: Monday thru Friday, 10:00am-4:30pm
Requested			
_____	_____	_____	at _____
Month	Day	Year	Time
Reserved			For staff use only:
_____	_____	_____	at _____
Month	Day	Year	Time
			Staff Initials

Preparing for your appointment:

- Appointments are for one person at a time.
- Patrons and staff will wear face coverings based on CDC guidelines upon entering the building. (Patrons will provide their own face covering.) Masks are required to be worn for the duration of the visit.
- Patrons and staff will utilize Nitrile or Latex gloves during their appointment. (Gloves will be provided by CSRM.)
- Materials must be requested in advance of the scheduled visit. Catalog and finding aids are available online. Catalog: csrml.andornot.com
- Additional materials cannot be retrieved during the visit.

During your appointment:

- There is no access to library reference computers. Public WIFI is available for personal WIFI enabled devices.
- Your requested materials will be available to you for the duration of your research reservation.
- Please do not re-shelve materials used during the visit.
- Staff will not be completing same day reproductions of materials that have been handled by patrons. However, patrons can take personal photographs of items during their appointment.

Notes/Collections Requested:

Note that circumstances may force CSRM L&A to close, temporarily, or indefinitely, at any time. Staff will contact patrons as soon as possible to notify them of closures, cancellations, or the need to reschedule. Additionally, if patrons are unable to attend their appointment, they should contact library.csrml@parks.ca.gov or (916) 323-8073 as soon as possible to cancel or reschedule.