

## Georgia Archives Appointment Guidelines

Please indicate a time between 9:00 a.m.-12:00 and 1:00-4:00 p.m, Tuesday through Saturday. The facility is closed from 12:00 noon to 1:00. Appointments for a requested date must be confirmed by staff no later than 5:00 p.m. the previous day. Requests for Tuesdays must be confirmed by 5:00 p.m the previous Saturday. As we are accepting a limited number of on-site visits due to COVID-19, we cannot guarantee an appointment without advanced notice.

### **Making Appointments:**

◆Patrons must request all collection material in advance. Use our book catalog [GIL](#), to identify books and manuscript collections, and [Finding Aids @ Georgia Archives](#) to identify original records. To encourage social distancing, there are a limited number of places available in each area. Microfilm card catalogs are available in the Virtual Vault for [county records](#), [state agency records](#), [Bible records](#), [church records](#), and [newspapers](#).

◆To encourage social distancing, please choose **one** of the following: books, original records, microfilm, or use the computers. There are a limited number of places available in each area.

◆If you wish to conduct genealogy research, in order to help you identify resources we need in advance:

- ◆Approximate dates
- ◆Location (Counties)
- ◆Your goal: what information you wish to find (marriage record, confirm relationship such as parent/child, birth and death dates.

◆You may request up to six books, six reels of microfilm or six boxes of archival records, which will be pulled before your arrival.

### **While you are at the Archives:**

◆In order to maintain social distancing, staff cannot sit with you at computers and assist with your research.

◆You may request additional items after you have finished with the items from your original request. You may also request to move to another area if there are places in that area available.

◆No photocopies will be made at the Reference Library copiers. You may make digital copies with your own mobile device or camera (without flash).

◆We request that you wear a mask that covers your nose and mouth at our facility, which we can provide. We require temperature checks.

◆We also request that the length of your visit be confined to reviewing the materials you requested.

We can schedule your appointment as soon as you indicate what you would like to research. We will be happy to advise you about appropriate sources.