

Materials Request Form Guide

This guide will show you what information to gather for your materials request. If you are uncertain about what information is needed, or the information is not available, please contact staff for assistance at cartoons@osu.edu.

To find materials, you will want to search the Collections page: http://cartoons.osu.edu/collections/

If you found books, serials and other material in the library catalog (http://library.ohio-state.edu/search), please look for the following information and fill in the appropriate fields.

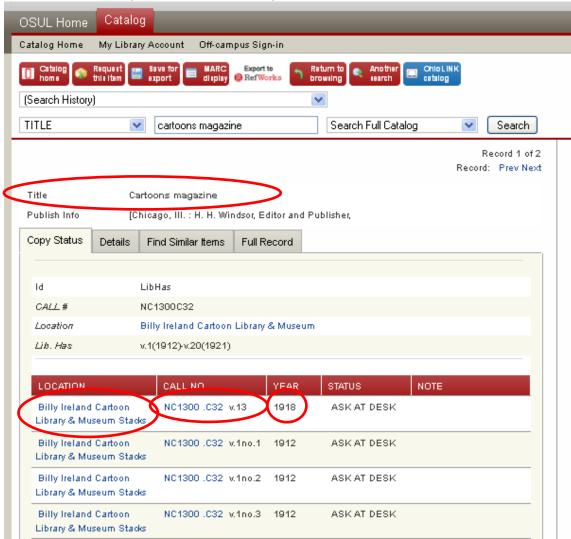
Title: Cartoons Magazine

Author/Creator:

Call Number/Box & Folder Number: NC1300 C32 v.13

Year/Date: 1918

Location: Billy Ireland Cartoon Library & Museum Stacks



2. If you found original art and other materials in the Art Database (http://osucartoons.pastperfectonline.com/), please look for the following information and fill in the appropriate fields.

Title: Blood red sea

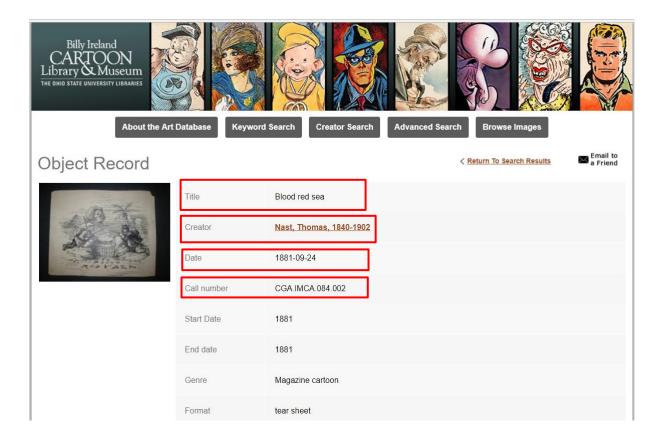
Author/Creator: Thomas Nast

Call Number/Box & Folder Number: CGA.IMCA.084.002

Year/Date: 1881-09-24

Location: Billy Ireland Cartoon Library & Museum Stacks

Additional Information:



3. If you found materials in the manuscript collections

(http://cartoons.osu.edu/collections/inventories-for-selected-collections/), please look for the following information and fill in the appropriate fields.

Example 1

Title: Military Comics **Author/Creator:**

Call Number/Finding Number/Box & Folder Number: Box WEE 1 / Folder 11

Year/Date: 1941

Location:

Additional Information: From the Will Eisner Collection



Example 2

Title: A. Piker Clerk

Author/Creator: Clare Briggs

Call Number/Box & Folder Number: SFT46

Year/Date: 1903-12-16

Additional Information: From the San Francisco Academy of Comic Art Collection



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4. If you found materials in the topic files (http://cartoons.osu.edu/subject-files/) list, please look for the following information and fill in the appropriate fields.

Title: Economy Author/Creator:

Call Number/Box & Folder Number: Topic Files

Date:

Location: Billy Ireland Cartoon Library & Museum Stacks

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Economic Depressions

Economy

Education

Egypt

Eisenhower Administration

EnergyEnergy

Energy Crisis (1970s)

England

Environment

Environmental Issues

Environmental Movement of the 1970s and 1980s

Ethiopia

Euro

European Union