

**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](mailto:cartoons@osu.edu).

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

1. 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:**

**Location:** Billy Ireland Cartoon Library & Museum Stacks

**Call Number / Volume + Issue number:** NC1300 C32 v.13

**Year/Date:** 1918

The screenshot shows the OSU library catalog interface. At the top, there are navigation links for 'OSUL Home' and 'Catalog'. Below this, there are several utility buttons: 'Catalog home', 'Request this item', 'Save for export', 'MARC display', 'Export to RefWorks', 'Return to browsing', 'Another search', and 'OhioLINK catalog'. A search bar contains the text 'cartoons magazine' and a dropdown menu is set to 'TITLE'. The search results show 'Record 1 of 2' and 'Record: Prev Next'. The main record details include:
 

- Title: Cartoons magazine
- Publish Info: [Chicago, Ill. : H. H. Windsor, Editor and Publisher,
- Copy Status: Details, Find Similar Items, Full Record
- Id: LibHas
- CALL #: NC1300C32
- Location: Billy Ireland Cartoon Library & Museum
- Lib. Has: v.1(1912)-v.20(1921)

 A table below lists individual items with columns for LOCATION, CALL NO., YEAR, STATUS, and NOTE. The first row is circled in red:
 

LOCATION	CALL NO.	YEAR	STATUS	NOTE
Billy Ireland Cartoon Library & Museum Stacks	NC1300 .C32 v.13	1918	ASK AT DESK	
Billy Ireland Cartoon Library & Museum Stacks	NC1300 .C32 v.1no.1	1912	ASK AT DESK	
Billy Ireland Cartoon Library & Museum Stacks	NC1300 .C32 v.1no.2	1912	ASK AT DESK	
Billy Ireland Cartoon Library & Museum Stacks	NC1300 .C32 v.1no.3	1912	ASK AT DESK	

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

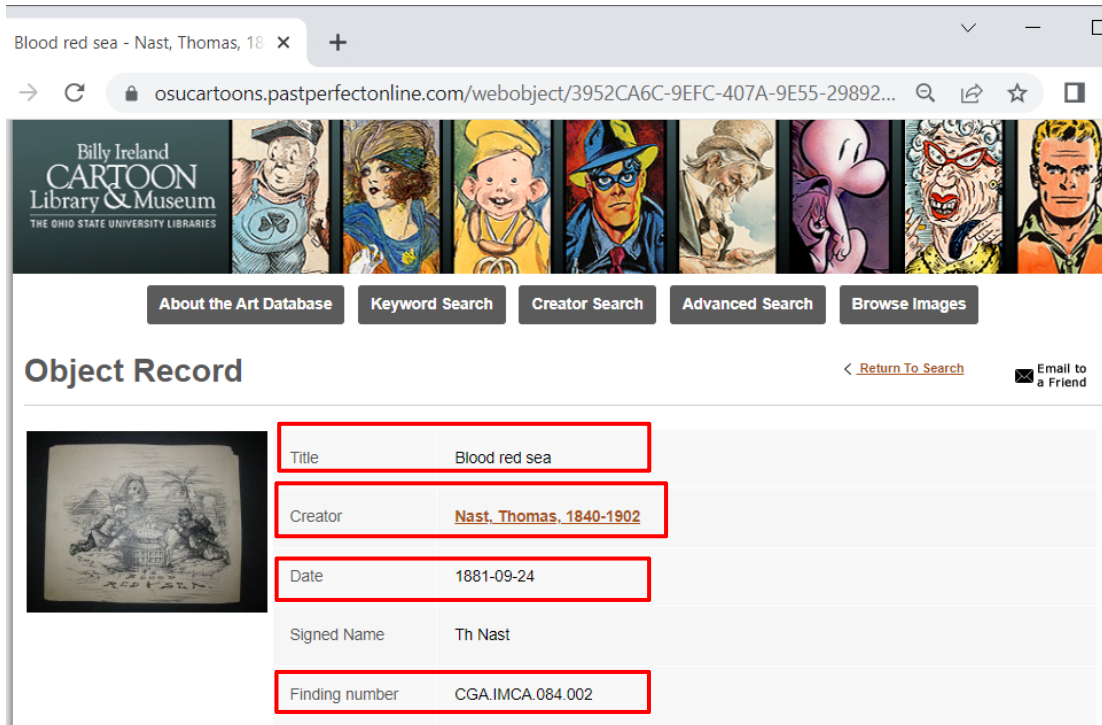
**Author/Creator:** Thomas Nast

**Finding Number/Box & Folder Number:** CGA.IMCA.084.002

**Year/Date:** 1881-09-24

**Location:** Billy Ireland Cartoon Library & Museum Stacks

**Additional Information:**




Blood red sea - Nast, Thomas, 18 x +


osucartoons.pastperfectonline.com/webobject/3952CA6C-9EFC-407A-9E55-29892...

Billy Ireland  
**CARTOON**  
Library & Museum  
THE OHIO STATE UNIVERSITY LIBRARIES

About the Art Database Keyword Search Creator Search Advanced Search Browse Images

### Object Record

[Return To Search](#)  Email to a Friend


	Title	Blood red sea
	Creator	<a href="#">Nast, Thomas, 1840-1902</a>
	Date	1881-09-24
	Signed Name	Th Nast
	Finding number	CGA.IMCA.084.002

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

**Collection Name:** Will Eisner Collection  
**Box & Folder Number:** Box WEE 1 / Folder 11  
**Title:** Military Comics  
**Creator:**  
**Year/Date:** 1941  
**Additional Information:**

← → ↻ 🔒 library.osu.edu/finding-aids/ead/CGA/SPEC.CGA.WEE.xml 🔍 📄 ☆ 📱

 UNIVERSITY LIBRARIES

**Guide to the Will Eisner Collection, 1934-2017**  
**SPEC.CGA.WEE**

TABLE OF CONTENTS	SUMMARY INFORMATION
Summary Information	<b>Repository</b> Billy Ireland Cartoon Library & Museum
Biographical Note	<b>Creator</b> Eisner, Will
Scope and Contents	<b>Title</b> Will Eisner Collection
Arrangement of Materials	<b>ID</b> SPEC.CGA.WEE
Administrative Information	<b>Date</b> 1933-2017
Related Materials	<b>Language</b> English
Controlled Access Headings	<b>Language of Materials</b> English
Physical Characteristics and Technical Requirements	<b>Extent</b> 66.5 Cubic feet
Collection Inventory	<b>Physical Description</b> (73) boxes; Original art, ca. 320 items
Early work	<b>Abstract</b> The collection includes original and published work by Will Eisner, and by various artists who worked for him, as well as correspondence, articles, and commercial publications. It also includes awards, merchandise and memorabilia.
Correspondence and Notes	
Photographs	
Published works, including production materials	
Original art, including pre-production materials	
Audio Visual Recordings	
Awards and Certificates	

**Series 2 Correspondence and Notes, 1934-2017**

	<b>Box</b>	<b>FOLDER</b>
Bill Silver. Agreements (correspondence; photos), 1940-1941	WEE 1	8
<b>Scope and Contents</b> Contains correspondence with business partners, publishers, acquaintances, fans, and others on various topics.		
E. M. Arnold correspondence. Iger correspondence, 1940-1941	WEE 1	9-10
<i>Military Comics</i> , 1941	WEE 1	11
Army cartoons, 1942	WEE 1	12
The Register Tribune Syndicate, 1940-1941	WEE 1	13
<i>The Spirit</i> (correspondence), 1941-1952	WEE 1	14
Copyright infringement suit against Holland, 1957	WEE 1	15
Fan mail/general business mail, 1963-1980s	WEE 1	16-30
Combat weapons book, 1960-1961	WEE 1	31
GM safety book, <i>How to Get Across the Street</i> , 1960	WEE 1	32

Example 2

**Collection:** San Francisco Academy of Comic Art Collection

**Title:** A. Piker Clerk

**Author/Creator:** Clare Briggs

**Box & Folder Number:** SFT46

**Year/Date:** 1903-12-16

**Additional Information:**

The screenshot shows a web browser window displaying the OhioLINK Finding Aid Repository. The page title is "Guide to the San Francisco Academy of Comic Art Collection". The main content area is titled "San Francisco Academy of Comic Art Collection: Newspaper Comic Strips". On the left, there is a navigation menu with links for "Descriptive Summary", "Biography of the Collector", "Scope and Contents", "Arrangement", "Restrictions", "Index Terms", "Related Separated Materials", "Administrative Information", and "Detailed Description Box and Folder Listing". Under "Series I: Comic Features", there are links for "A. Titles beginning with", "B. Titles beginning with", "C. Titles beginning with", "D. Titles beginning with", and "E. Titles beginning with". The main content area displays the following information:

<b>Title:</b>	San Francisco Academy of Comic Art collection : Newspaper Comic Strips
<b>Repository:</b>	The Ohio State University Billy Ireland Cartoon Library & Museum
<b>Creator:</b>	San Francisco Academy of Comic Art. Bill Blackbeard, Director
<b>Dates:</b>	1893-1996
<b>Quantity:</b>	727 boxes (fully processed).
<b>Abstract:</b>	This group of records comprises one part of the San Francisco Academy of Comic Art Collection at the Billy Ireland Cartoon Library & Museum. Other materials in the collection include monographs and serials, which may be searched by title, author, or keyword in the Ohio State University's <a href="#">library catalog</a> .
<b>Identification:</b>	SPEC.CGA.SF
<b>Language:</b>	English.

The screenshot shows a web browser window displaying the OhioLINK Finding Aid Repository. The page title is "OhioLINK Finding Aid Repository". The main content area is titled "A, Titles beginning with". On the left, there is a navigation menu with links for "A. Titles beginning with", "B. Titles beginning with", "C. Titles beginning with", "D. Titles beginning with", "E. Titles beginning with", "F. Titles beginning with", "G. Titles beginning with", "H. Titles beginning with", "I. Titles beginning with", "J. Titles beginning with", "K. Titles beginning with", "L. Titles beginning with", "M. Titles beginning with", "N. Titles beginning with", "O. Titles beginning with", "P. Titles beginning with", and "Q. Titles beginning with". The main content area displays the following information:

<b>A. Piker Clerk, Clare Briggs , 1903-1904.</b>
<a href="#">Reference Image (71K)</a>
<b>Quantity:</b>
<a href="#">View detailed listing of holdings</a>
<b>Abbie an' Slat, Raeburn Van Buren , 1937-1967.</b>
<a href="#">Reference Image (65K)</a>
<b>Quantity:</b>
<a href="#">View detailed listing of holdings for 1937-1949</a>
<b>Quantity:</b>
<a href="#">View detailed listing of holdings for 1950-1967</a>

<b>A. Piker Clerk</b> Title of feature		<b>Claire Briggs</b> Creator(s)		<b>1903</b> Year								
<b>Size</b> Most dailies: (sizes and formats vary) * Indicates date is uncertain. % Indicates strip is on verso of another feature. Sundays appear in red and bold.												
	January	February	March	April	May	June	July	August	September	October	November	December
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4. If you found materials in the topic files (<http://cartoons.osu.edu/topic-files/>) list or subject 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