Simple Instructions for Creating a File Request Using the UNHCR Archives Catalogue
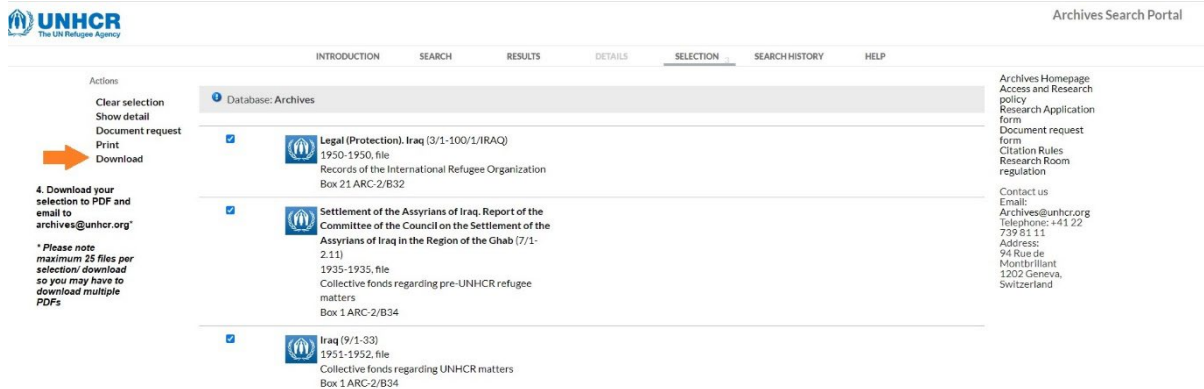

1. Search Using Keywords (*country, region, year etc.*)

2. Select your files of interest. Please only send lists of **files** and <u>not</u> series or fonds. Files will include locations and box numbers, which are needed for the retrieval process.

3. Navigate to your selection. *(Please send your file selection only in **List Display.** The Heirarchy Display view is useful to see the context of a series or fonds.)*

4. Download your selection as PDF and send it via email to archives@unhcr.org

Helpful Tips:

- *There are a maximum 25 files per selection, so you may need to download multiple PDFs.*
- *For more help on the search page see: https://adlib-ras.unhcr.org/static/help*
- *We recommend 10 files per morning session (4 hours)*
- *Please note that some files may be closed as per the conditions listed in our Access Policy*
- *Be sure to send your list **one month** before your visit*
- *Contact our team if you have any questions; we're happy to help!*