

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

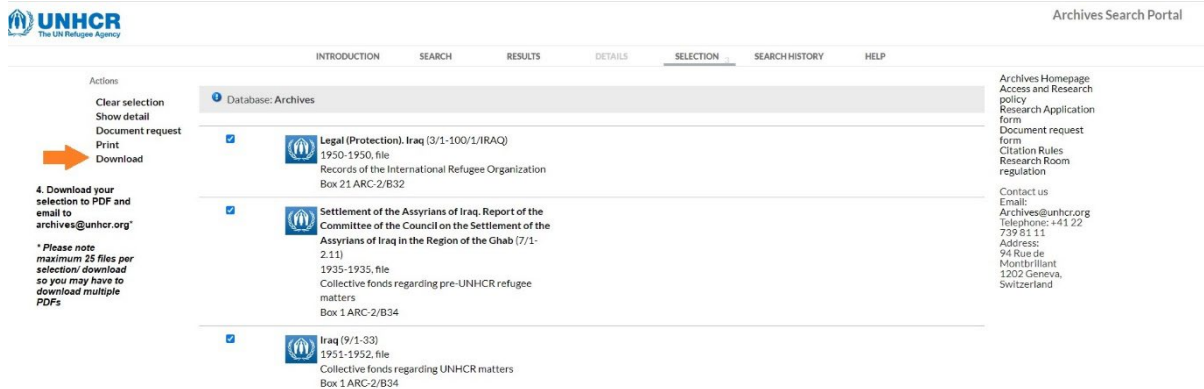


The screenshot shows the UNHCR Archives Search Portal interface. It includes a search bar, navigation tabs (INTRODUCTION, SEARCH, RESULTS, DETAILS, SELECTION, SEARCH HISTORY, HELP), and a list of search results. Three steps are highlighted with arrows: 1. Search using keywords, 2. Select your files of interest, and 3. Navigate to your selection. A sidebar on the left contains various actions like 'Refine the search', 'Invert selection', and 'List display'. A right sidebar provides contact information and a note about file selection limits.

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

2. Select your files of interest. Please only send lists of **files** and not 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 Hierarchy Display view is useful to see the context of a series or fonds.*)



The screenshot shows the UNHCR Archives Search Portal interface with the 'SELECTION' tab active. It displays a list of selected files with checkboxes. A sidebar on the left contains actions like 'Clear selection', 'Show detail', 'Document request', and 'Download'. A right sidebar provides contact information and a note about file selection limits.

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!