

# Request archival materials and make an appointment using Aeon

## Transcript

Welcome! In this video, you will learn how to request archival materials and make appointments using AEON.

Requesting material from the archives can be done using the online finding aids at [digital.library.pitt.edu](http://digital.library.pitt.edu). You can also search through the Archives & Special Collections Portal on the [ULS website](#).

Starting from your selected finding aid, scroll to the “container list” section, click through or select “Expand All to Find in Page” to view the entire collection inventory.

Clicking the “View in Reading Room” link for the first time will move you through the request and the appointment scheduling process. If this is your first-time using AEON, you will be prompted to register an account. For each item added to your “My Reading Room” list, select “Add to list” to save it to “My List.”

Please note, Archives & Special Collections staff will pull the entire box for your visit, so selecting one folder per box is sufficient to make it available for your appointment.

You can repeat this process to make additional requests across multiple finding aids. Once you have added all items, select “View my list” and then “Request in Reading Room”. This will open the appointment selection menu.

Please check all boxes for selected items and choose an appointment time. The earliest available date for the appointment will be displayed in the Requested Visit Date field. The majority of archival material lives at our offsite facility at 7500 Thomas Blvd. It is about 10 minutes from our Oakland campus and offers free parking. We recommend that appointments to view archival material happen there.

After selecting a desired appointment time and submitting the request, you will receive an appointment confirmation email. Archives & Special Collections staff will contact you via email if there are any issues.

If you have any questions about requesting archival materials and making an appointment in AEON, please contact us through Ask-An-Archivist.