

Request Archival Materials and Make an Appointment using Aeon

Transcript

Welcome! In this video you will learn how to Request a book and make an appointment using Aeon.

Archives & Special Collections materials do not circulate; however, you can still view and use them for research in one of our Reading Rooms. After you've registered using the Archives and Special Collections Aeon Research Portal, you will be able to make requests to view your selections.

PittCat is where you should go if you are interested in requesting a book from Archives & Special Collections to view. You can begin your search in the Archives & Special Collections website search box by choosing "Rare Books and Special Collections in PittCat" from the drop-down menu and typing in whatever you're after. This will narrow the results you see to only items housed in Archives & Special Collections.

The ability to narrow search results to only Archives & Special Collections items can also be done in PittCat from within the search box itself after you've started typing or by using the drop down here.

Once you find the desired title, click to open the record. Then choose "View in Reading Room" to start the request process. You will be prompted to log in or register with the Archives and Special Collections Aeon Research Portal. Please note, you will need to register if this is your first-time using Aeon.

The bulk of the request will auto-populate with information from the PittCat record. The next box gives you the option to leave notes for your personal reference, ask questions to library staff, or add your own tags to organize your request.

The last box lets you schedule an appointment to view the item. Archives & Special Collections has two Reading Rooms from which to choose: A&SC Hillman Library, located on the 3rd floor of Hillman Library on the Oakland campus, and A&SC Thomas Boulevard, located in the Point Breeze neighborhood. Both Reading Rooms are open 9am-4:45pm, Monday through Friday.

After you've selected your location, you can make the appointment by clicking the New Appointment button. Please note, Archives & Special Collections requires all appointments to be made two business days in advance since many of our materials are stored offsite and may take up to 48 hours to retrieve.

Double click on a time block to open the appointment window to refine the start and end time of your appointment. You can also name your appointment to help you organize and keep track of your visits.

Click schedule, double-checking to see that the appointment is correct, and then click Submit Request.

To add other requests to the appointment you just made, you will repeat the same steps. But you will be able to choose your existing appointment. As a reminder, you are allowed no more than two books or one box at your table at a time.

If staff have any follow-up questions, they will contact you via email. Otherwise, your appointment is all set, and your items will be ready for you to view when you arrive.

If you have any questions about requesting a book and making an appointment in Aeon, please contact us through Ask-an-Archivist.