

# Hoover Institution Library & Archives Guide to Aeon

## CREATE AN ACCOUNT

1. Visit [hoover.aeon.atlas-sys.com](http://hoover.aeon.atlas-sys.com)
2. Click the "create an account" link under the **Aeon Login** heading.

**Aeon Login**

If you have not already registered, please [create an account](#)


\* Email address

\* Password

**Logon to Aeon**

3. Read the **User Registration & Conditions of Use** and click the checkboxes at the bottom of the page to indicate you agree to the terms and conditions described. Then click on the **I Agree** button. *Note: These terms and conditions are accessible at any time from the Aeon menu under "Conditions of Use."*
4. Fill in the registration form and click the **Submit Information** button at the bottom of the page. You will then be taken to the Aeon main menu screen. *Note: You will need to show a government-issued photo ID upon your arrival to the Library or Archives reading room. At that time your photo will be taken for your Hoover L&A reader card. Your reader card is required to enter the reading room and to check out materials from the circulation desk.*

## AEON MAIN MENU



- Logoff Paige
- Main Menu
- Conditions of Use
- New Request
  - New Request
  - New Duplication Order
- Search Requests
 

Active  All
- View Notifications
- Requests
  - Requests Kept for Review
  - Active Requests
  - Cancelled Requests
  - Completed Requests
  - All Requests
- Duplication Orders
  - Order Billing
  - Duplication Agreement
  - Delivered Items
- Permissions Application
  - Firing Line Permissions Application
  - Permissions Agreement
- Activities
- Preferences
  - Change User Information
  - Change Password
- FAQ
- About Aeon

Subscribe to Alerts Feed

**NEW Paging Schedule**

Materials are retrieved from the stacks according to the following schedule:

Requests submitted **before 12:00 pm**, Monday through Friday – usually available next business day, **approx. 10:00 am**

Requests submitted **after 12:00 pm**, Monday through Friday or over the weekend – usually available in two business days, **approx. 10:00 am**

You are encouraged to submit requests **at least two days in advance**, as not all material is immediately available. Please submit requests in the order in which you would like to view them. Check the table below to see when your materials are ready for use in the reading rooms (status will display as "Item Ready for Use").

You currently have 3 active requests from your available limit of 20.

TN	Repository	Title	Author/Creator	Call Number	Container	Status	Order Status
10381	Archives	Luis Kutner papers: "International Due Process for Prisoners of War: The Need for a Special Tribunal of World Habeas Corpus."	Kutner, Luis, 1908-	82015	Box/Folder 2 : 2	Kept for Review	
10225	Archives	Radio Free Europe/Radio Liberty broadcast records: Albanian Monitoring Subsection Records.	RFE/RL, Inc.	2000C120	Box 264	Offsite Request Submitted	
10224	Archives	John Davis Lodge papers: 1961	Lodge, John Davis, 1903-1985.	86005	Box 307	Offsite Request Submitted	
10223	Archives	John Davis Lodge papers: 1960, Part 2 of 2, Page 301-586 and covers	Lodge, John Davis, 1903-1985.	86005 BOX 306	Box 306	Offsite Request Submitted	
8817	Archives	American Relief Administration Russian operational records	American Relief Administration.	23003	Box 2	Kept for Review	
8390	Archives	Czeslaw Kiszcak writings: Czeslaw Kiszcak Collection, "Magdalena."	Kiszcak, Czeslaw.	97046	Box 24	Kept for Review	

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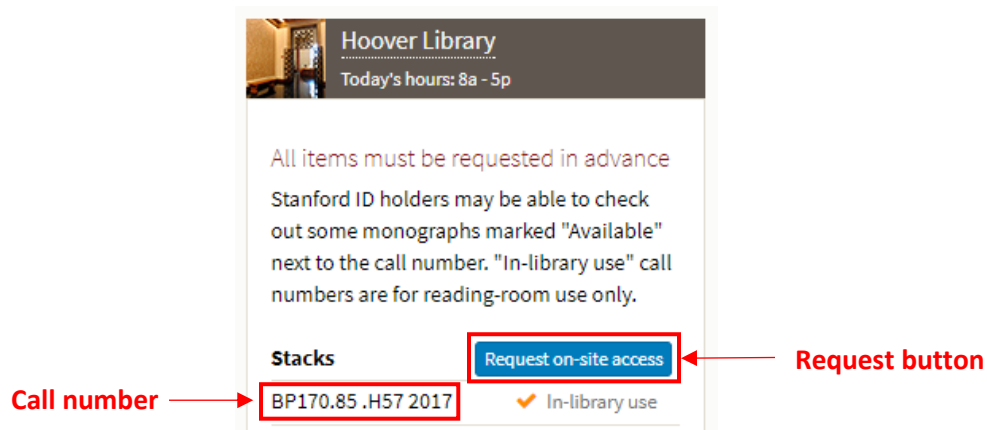
## AEON MENU LINKS

Menu Name	Description
Logoff _____	Logs out of your account. <b>Be sure to do this after each session when using a shared computer</b>
Main Menu	Redirects to the Aeon main menu screen
Conditions of Use	View a PDF of L&A's conditions of use, agreed to during registration
<b>New Request</b>	
<b>New Request</b>	Contains links to Searchworks and the Online Archive of California to initiate a new reading room request
<b>New Duplication Order</b>	Contains links to Searchworks and the Online Archive of California to initiate a new duplication order
Search Requests	Enter keywords here to search current and past Aeon requests
View Notifications	View any notifications sent by Aeon
<b>Requests</b>	
<b>Requests Kept for Review</b>	View, cancel, or submit requests previously saved as Kept for Review. <i>See Tips &amp; Tricks section for more information.</i>
<b>Active Requests</b>	View all current requests
<b>Cancelled Requests</b>	View all requests cancelled by the user or by staff
<b>Completed Requests</b>	View all completed requests
<b>All Requests</b>	View all Aeon requests
<b>Duplication Orders</b>	
<b>Order Billing</b>	View and approve invoices for duplication orders or permissions applications
<b>Duplication Agreement</b>	View a PDF of the L&A duplication agreement, agreed to when an order is submitted
<b>Delivered Items</b>	View and download files from completed duplication orders. Files are accessible for <b>14 days</b>
<b>Permissions Application</b>	
<b>Firing Line Permissions Application</b>	Links to the form needed to request permission to publish material from the <i>Firing Line</i> collection
<b>Permissions Agreement</b>	View a PDF of the L&A permissions agreement, agreed to when a permissions application is submitted
<b>Activities</b>	View information about current or past staff projects/presentations a user is associated with. <i>You will receive an email with more information if a staff member adds you to an activity.</i>
<b>Preferences</b>	
<b>Change User Information</b>	Update user information entered during Aeon registration
<b>Change Password</b>	Change user password for Aeon account
<b>FAQ</b>	Links to our Aeon Frequently Asked Questions page

## PLACE A LIBRARY REQUEST

To ensure your materials are available when you arrive, **submit your requests 48 hours or more in advance of your visit.** For best results, use Internet Explorer or Mozilla Firefox when placing requests. Please be aware that the system will time out after 10 minutes.

1. From the Aeon menu, click the **"New Request"** link under the New Request section.
2. Click the **"Searchworks"** link to go to the Hoover library catalog.
3. Once you've found an item you'd like to request, click the title of the item from the search results screen to be taken to the item record. Then click the blue **"Request on-site access"** button on the left side of the screen.
4. Confirm the information that was brought over into the **Library Request** form from Searchworks. You will need to navigate back the Searchworks record to copy the call number and paste it into the Aeon form.

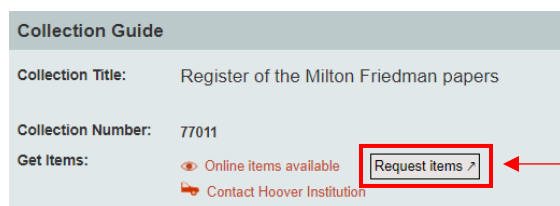


5. Add any other information needed to process your request in the **Additional Information** field.
6. At the bottom of the form, select the **Schedule Retrieval** option and enter your date of use from the pop-up calendar to submit your request for paging. *Note: Materials will only be held for 48 hours from the scheduled date of use, after which materials will be reshelved.*
7. To save this request and submit it for paging at a later date, select the **Keep for My Review** option.
  - a. To submit a saved request for paging, select the **"Requests Kept for Review"** link in the Aeon menu under the Requests section.
  - b. Use the checkboxes to select the request you want to submit, then select your date of use from the calendar icon at the bottom of the page OR select the "Edit Request" link under the transaction number of the request you want to submit. *Note: Use the Keep for My Review option if you have exceeded or will exceed your active request limit. There is no limit to the amount of requests you may have as Kept for Review.*
8. Click the **Submit Request** button. You will then be taken to the Aeon main menu.

## PLACE AN ARCHIVES REQUEST

To ensure your materials are available when you arrive, **submit your requests 48 hours or more in advance of your visit.** For best results, use Internet Explorer or Mozilla Firefox when placing requests. Please be aware that the system will time out after 10 minutes.

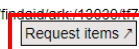
1. From the Aeon menu, click the **"New Request"** link under the New Request section.
2. Click the **"OAC"** link to view our collection guides on the Online Archive of California.
3. Search for the collection you would like to see and review the collection contents to determine the specific items you want to request. Once you have noted these items, click the **"Request items"** button.



Request button



http://www.oac.cdlib.org/findingaid/10090474/nb2hx  
Online items available



Request button

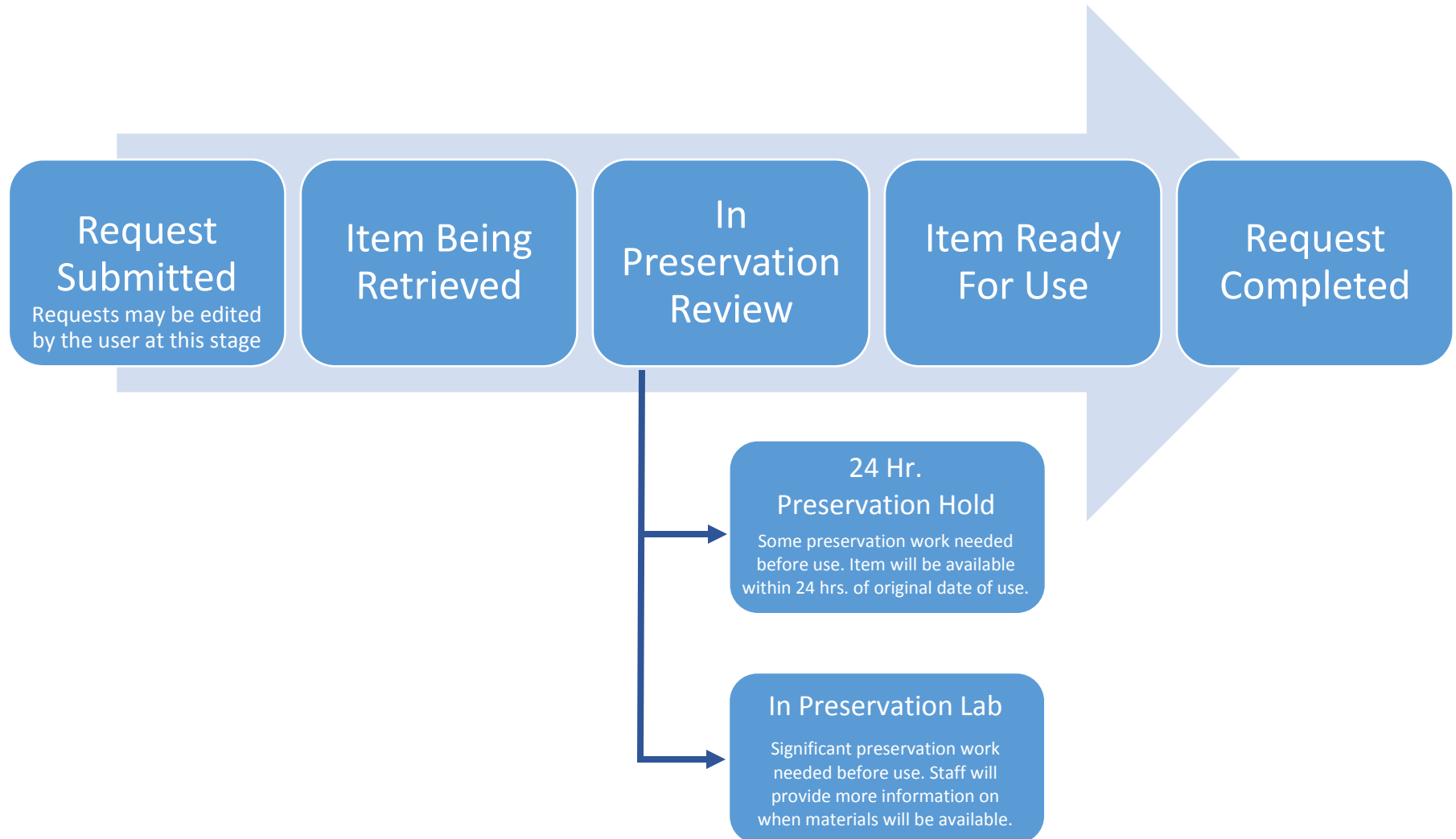
### Register of the Milton Friedman papers

Finding aid prepared by Linda Bernard, Dana M. Harris, and Elizabeth Konzak  
Hoover Institution Archives  
434 Galvez Mall

4. On the **Finding Aid Requests** form, check the items you want to request. *Note: We page whole containers (e.g. boxes, envelopes, microfilm reels, volumes) only. This means if you select one folder from a box, you will receive the entire box. If you select multiple folders from the same box, only one request will be created.*
  - a. If there is not a detailed guide for the collection you want to view, type in the container you want to request in the **Additional Information** field. Please include only ONE container per request form. See page 8 for information on cloning a request if you would like to request multiple containers from a collection that has not yet been described.
5. Add any other information needed to process your request in the **Additional Information** field.
6. At the bottom of the form, select the **Schedule Retrieval** option and enter your date of use from the pop-up calendar to submit your request for paging. *Note: Materials will only be held for 48 hours from the scheduled date of use, after which materials will be reshelved.*
7. To save this request and submit it for paging at a later date, select the **Keep for My Review** option.
  - a. To submit a saved request for paging, select the **"Requests Kept for Review"** link in the Aeon menu under the Requests section.
  - b. Use the checkboxes to select the request you want to submit, then select your date of use from the calendar icon at the bottom of the page OR select the "Edit Request" link under the transaction number of the request you want to submit. *Note: Use the Keep for My Review option if you have exceeded or will exceed your active request limit. There is no limit to the amount of requests you may have as Kept for Review.*
8. Click the **Submit Request** button. You will then be taken to the Aeon main menu.

If the container listing in the archival finding aid does not match the actual item you would like to request, you may need to edit a request after it is submitted. Ex: You check a checkbox for Boxes 1-3, but you only want to request Box 1. For more information on how to edit requests, see page 8.

## STANDARD PROGRESSION OF AN ARCHIVES REQUEST

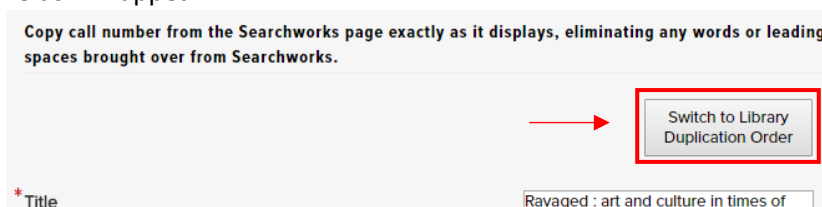


## PLACE A DUPLICATION ORDER

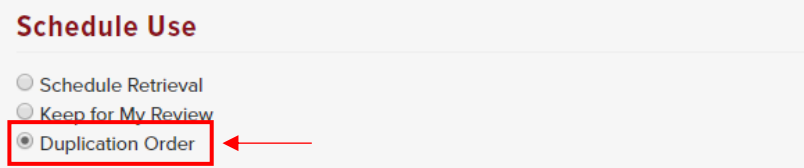
For estimated duplication fees visit: [www.hoover.org/library-archives/collections/get-help/duplication-orders](http://www.hoover.org/library-archives/collections/get-help/duplication-orders)

Due to staff limitations, **order processing may take 2 to 8 weeks**. For best results, use Internet Explorer or Mozilla Firefox when placing duplication orders. Please be aware that the system will time out after 10 minutes.

1. From the Aeon menu, click the **"New Duplication Order"** link under the New Request section.
2. **LIBRARY:** Click the Searchworks link and complete steps 1-4 of the Place a Library Request instructions.  
**ARCHIVES:** Click the OAC link and complete steps 1-4 of the Place an Archives Request instructions.
3. **LIBRARY:** Click the **"Switch to Library Duplication Order"** button on the right side of the screen. Additional fields will appear.



**ARCHIVES:** After selecting the checkbox for the material to be duplicated, scroll to the bottom of the page and select "Duplication Order" under the Schedule Use heading. Additional fields will appear.



4. Fill out the additional fields regarding the duplication order, including these required fields:

<b>Description of Item Requested</b>	Describe the item to be reproduced. Include page numbers (if applicable) and indicate if a JPEG image of the item will be emailed for reference. Email reference images to: <a href="mailto:hoover-library-archives@stanford.edu">hoover-library-archives@stanford.edu</a>
<b>Item Type</b>	Refers to the type of item to be reproduced. Options include: Audio, Book/Serial/Paper Document, Library Microfilm Reel, Moving Image, Photograph, Poster, Transcript
<b>Duplication Format</b>	Refers to the desired format of the reproduction delivered. Options include: High resolution copy – Digital file, Low resolution copy – DVD, Low resolution copy – Digital file, Microfilm copy (for library microfilm duplication only)  For personal or research use, select low resolution copy; for production-quality duplication, select high resolution copy (may incur higher fee). See duplication form for more information about what format options are available for different materials.

5. If the duplication will be used in a publication, select the "For Publication" checkbox and complete the additional required fields.
6. Read the statement at the end of the form, including the Audio-Visual Agreement linked in the first paragraph. Select the checkbox that appears next to the paragraph to agree to the terms described. You must agree to these terms in order to submit your order.
7. Click the **Submit Request** button. You will then be taken to the Aeon main menu.

## AEON STATUSES

Check the current status of any request or duplication order using the table shown on the main menu.

Requests							
TN	Repository	Title	Author/Creator	Call Number	Container	Status	Order status
1494	Archives	Hubert Gregory Schenck papers: Press clippings, volumes 1-3,		50007	Box 23	Item Checked Out to Staff	

Status Title	Description
<b>24 hr. Preservation Hold</b>	Preservation work needed for use and will be completed in 24 hours or less.
<b>Awaiting Invoice Approval</b>	Duplication or permissions order has been invoiced and is awaiting user's approval. Use the <b>Order Billing</b> link on the Aeon menu to approve invoices. Duplication/permissions orders cannot be fulfilled until the invoice has been approved in Aeon <b>AND</b> payment is received.
<b>Awaiting Order Payment</b>	Invoice for a duplication or permissions order has been approved in Aeon; payment not yet received.
<b>Cancelled by Staff</b>	Request cancelled by L&A staff. Staff will usually send an email with information regarding the cancellation.
<b>Cancelled by User</b>	Request cancelled by user.
<b>Chiang Kai-shek Request Ready for Use</b>	Request to view Chiang Kai-shek diaries received and ready for use. Chiang Kai-shek requests bypass the In Preservation Review and Item Ready for Use queues and do not count against a user's active request count.
<b>Duplication Order Submitted</b>	Duplication order successfully received and awaiting staff review.
<b>In Duplication</b>	Duplication order is being worked on by staff.
<b>In Preservation</b>	Item currently receiving preservation work that may take more than 24 hours. Staff will contact user with more information.
<b>In Preservation Review</b>	Item has been retrieved and is being reviewed by Preservation staff. After the material is reviewed, the status will be changed to "Item Ready for Use."
<b>In Transit from Offsite</b>	Item in transit from offsite storage facility. Offsite materials require that the request be submitted <b>at least 48 hours before use</b> .
<b>Item Being Retrieved</b>	Item currently being retrieved from the stacks, but not yet ready for use. Requests can no longer be edited at this stage.
<b>Item Checked Out</b>	Item currently being used in the reading room.
<b>Item Delivered</b>	Duplication copy has been delivered via Aeon or another method. Check the <b>Delivered Items</b> page in the Aeon menu to download the digital copy.
<b>Item Ready for Use</b>	Item is ready for use in the reading room and may be checked out at the circulation desk.
<b>Kept for Review</b>	Request has been saved, but not submitted for paging. To submit the request for paging, click the <b>Requests Kept for Review</b> link in the Aeon menu, select the request, choose a date of use, and then select the Submit button at the bottom of the page.
<b>Offsite Request Submitted</b>	Request for offsite materials has been submitted for review by staff.
<b>Order Completed</b>	Duplication or permissions order has been fulfilled.
<b>Order Merged</b>	Duplication order has been merged with another request.
<b>Request Completed</b>	Materials have been returned to the circulation desk and the request is complete.
<b>Request Merged</b>	Request has been merged with another request.
<b>Request Submitted</b>	Request has been submitted for review by staff. Users may edit request at this stage.

## EDITING/CLONING REQUESTS

Click on the transaction number (TN) from any request table to open the request's detail page, view additional information about the request, and see any editing or cloning options that are available.

TN	Repository	Title	Author/Creator	Call Number	Container	Status	Order Status
1494	Archives	Hubert Gregory Schenck papers: Press clippings, volumes 1-3,		50007	Box 23	Item Checked Out to Staff	

### ❖ **Edit Request**

Use this link to edit any request or duplication order as long as the request status is **"Request Submitted"** or **"Kept for Review."** Once the status has changed to "Item Being Retrieved" or "Item Ready for Use," the request must be cancelled and a new request must be submitted if changes need to be made.

#### **Use When:**

- You notice a mistake in your original request.
- The container listing in the archival finding aid does not match the actual item you would like to request. Ex: You select a checkbox for Boxes 1-3, but you only want to request Box 1.

### ❖ **Clone Request**

Use this link to copy or "clone" any request that has been previously submitted or saved as kept for review. Information may be edited before submitting the cloned request.

#### **Use When:**

- You would like to re-request the same item that you requested in the past.
- You would like to request an item from a collection that you've requested from previously, but it is in a different box/container.
- The container listed in the request form was listed as a range, e.g., Boxes 1-5. When this occurs, edit the request and change the container to Box 1. Then clone the request for each of the remaining boxes you would like to request so that there is one box per request.

### ❖ **Clone to Copy**

Use this link to clone a previous request to be submitted as a duplication order instead of having it paged to the reading room.

#### **Use When:**

- You would like to have an item duplicated from a book/box you have previously viewed in the reading room.

### ❖ **Remove from Hold**

Use this link to notify staff that an item currently on hold is no longer needed and can be reshelved.

### ❖ **Cancel Request**

Use this link to cancel any request or duplication order that has been submitted.



## TIPS & TRICKS

- ❖ **Submit Requests in Advance:** Submitting requests multiple days in advance gives staff more time to prepare materials and assure that they will be available as soon as you arrive at the reading room. If you plan to request material from a large collection that does not have a detailed collection guide, please submit your request at least **2 weeks in advance** and notify us at [hoover-library-archives@stanford.edu](mailto:hoover-library-archives@stanford.edu).
- ❖ **New Researchers:** We will try to accommodate requests made by new researchers without prior knowledge of Aeon as staff time allows. After arriving in the reading room, staff will immediately page up to 6 boxes and have them ready for use in approximately 1 hour. Additional requests submitted should be available for use the following business day.
- ❖ **Request Limits:** Any request submitted with a date of use is considered an "active request" and will count against a user's request limit. Duplication requests and requests submitted as "Kept for Review" are not counted as active requests. A request remains active from the time it is submitted for paging (i.e., submitted with a date of use), until the item has been checked back in by circulation staff to be reshelved.

If you would like to view more items than your request limit allows during your visit, you may save additional requests to your Aeon account using the Keep for Review feature.

- ❖ **Do Not Submit a Request Form for Items Over Your Available Request Limit:** When submitting a request from the OAC, do not select more items than your active request limit permits; the requests will not go through. Instead, submit a request for the amount of boxes within your request limit and then submit a second request with any additional boxes and save them as "Keep for My Review."
- ❖ **Save a Request Using the Keep for Review Feature:** Users may save a request to their Aeon account without submitting it for paging by selecting the "Keep for My Review" option at the bottom of the request form before hitting submit. There is no limit to the number of items that may be saved as kept for review, as these requests are not active. In order to submit one of these requests for paging, click the Requests Kept for Review link in the Aeon menu and select a date of use.

### **Use When:**

- You're not sure when you want to visit the Library or Archives.
- You would like to request more items than your request limit allows during your visit. Once you have viewed and returned some of the items from your active request queue, you may submit requests saved in your Keep for Review queue for paging.

*Note: Requests kept for review **will not** be automatically submitted for paging once a user has returned materials from their active requests. Each request must be submitted with a date of use from the Requests Kept for Review page after materials from active requests have been returned.*

- ❖ **System Timeout:** Aeon is set to timeout after 10 minutes, at which time you will be logged out of the system. To avoid any issues when submitting archives requests, we recommend that you spend some time reviewing the OAC finding aid first, and only click the "Request Items" link after you have noted the specific boxes you would like to request.
- ❖ **Researcher Tags:** Researcher tags can be added to any request or duplication order from the request form or the request detail page and allow users to organize their requests. Once a tag has been added to a request, the tag will display on the Aeon main menu screen with a count stating how many requests are attached to that tag. Researcher tags are not viewable by staff.
- ❖ **Please refrain from submitting requests for items unless you are certain you will be coming into the reading room on your selected date of use.** Retrieving materials for use in the reading room takes a significant amount of staff time and space in our holding area. We thank you in advance!