Requesting Rare Materials for Use in the Ahmanson Reading Room

All rare materials should be requested online in Aeon: https://aeon.huntington.org

You can use Aeon to submit requests and check on request statuses and request history. Aeon is not a catalog or discovery tool: to look up rare materials in the catalog, see http://catalog.huntington.org

You may have a maximum of five (5) active requests at a time. Returning an item will immediately free up a slot to place another request.

Requests are fulfilled in the order they are received. Some materials are restricted and require special handling or curatorial approval, which may delay delivery by 24 hours. During peak attendance months such as the summer, increased demand may lead to increased wait times.

Paging Schedule

- **Weekdays**: 8:45am, 10am, 11am, 2pm, 3pm
- **Saturdays**: 10am, 2pm

Example: If you submit a request at 1:30pm on a Tuesday, the next paging time is 2pm. The item will be ready in the Ahmanson reading room by 2:30–3pm depending on its physical location and its position in the queue.

Checking the Status of Your Requests

Log in to Aeon and click on Outstanding Requests from the left-hand menu:
Check the Status column: In Ahmanson Reading Room or Item on Stacks Reserve indicates the item is ready for you.

<table>
<thead>
<tr>
<th>TN</th>
<th>Status</th>
<th>Format</th>
<th>Call No.</th>
<th>Title</th>
<th>Author</th>
<th>Vol/Box</th>
<th>Order States</th>
</tr>
</thead>
<tbody>
<tr>
<td>138666</td>
<td>Item on Stacks Reserve</td>
<td>RareBook</td>
<td>632006</td>
<td>Samuelis Thomae Soemmerring, Soemmerring, Thomas</td>
<td>Soemmerring, Samuel</td>
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<td>icones von, 1755-1830 embryonum humanorum</td>
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</tbody>
</table>

Viewing Request Details
To view request details, click on the row corresponding to the request:

<table>
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<tr>
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</tr>
<tr>
<td>132052</td>
<td>For Review</td>
<td>RareBook</td>
<td>620033</td>
<td>The original illustrated Alice in Wonderland</td>
<td>Carroll, Lewis,</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1832-1898.</td>
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You will be taken to the individual request’s page:

Request Details for #138666

Remove from Hold | Duplicate Request | Imaging Services Request | Export Citation File

Transaction Number 138666
Title Samuelis Thomae Soemmerring icones embryonum humanorum
Author Soemmerring, Samuel Thomas von, 1755-1830.
Automated Requesting (Rare Books)

Begin your requests with an online catalog search: [http://catalog.huntington.org](http://catalog.huntington.org)

Then, from your search results, click on the item title to pull up the item record:

Click on **Request Item via Aeon** in the item record:

Sign into Aeon if the login screen comes up.

Once you are logged in, the Aeon request form will auto-populate with information from the item record:
Fill in any additional fields such as “Notes to Staff” as needed, then select the appropriate option:

- **Schedule Retrieval:**
  Submits the request, to be retrieved on the date you select.

- **Keep for My Review:**
  Puts the request into a wishlist; the request will not be paged and will not count against your limit of five requests at a time. When you are ready to request the item, you must manually switch it to “Schedule Retrieval” by clicking on **For Review** in the left-hand menu.

Click on **Submit Request**.
Automated Requesting (Manuscripts/Visual Materials Collections)

Begin your rare materials requests with an online catalog search: http://catalog.huntington.org
Then, from your search results page, click on the item title to pull up the item record:

Click on View finding aid and request materials in the item record:

**Note: Some collections do not have an online finding aid but the item record will note that there is an unpublished finding aid or summary report available in the repository. You may request this document in Aeon by inputting “paper finding aid” when you get to the Aeon request form’s volume/box field.

A new window will open for the finding aid for the collection. Click on Request items:
Sign into Aeon if the login screen comes up.

Once you are logged in, the Aeon request form will import the finding aid. Scroll down the request form to reach the content list, and click on content list headings to expand sections as needed.

Select the checkboxes corresponding to the boxes/volumes you wish to see. If you select a folder, in most cases the full box will be retrieved.

![Content List]

Click on the headings below to display or hide the subcontents of each series or box. Click on the checkboxes to select the items you wish to request. Items are paged at the box level so in most cases, if you select a folder, the full box will be retrieved.

Fill in any additional fields such as “Notes to Staff” as needed, then select the appropriate option:

- **Schedule Retrieval:** Submits the request, to be retrieved on the date you select.
- **Keep for My Review:** Puts the request into a wishlist; the request will not be paged and will not count against your limit of five requests at a time. When you are ready to request the item, you must manually switch it to “Schedule Retrieval” by clicking on **For Review** in the left-hand menu.

![Submit Request]

Click on **Submit Request**.
Manual Requesting

If a rare material is not listed in the online catalog search results but you know that it is held by the Library and have its information, you can request the item manually directly in Aeon.

Log in to Aeon and, from the left-hand menu under “New Reading Room Request,” select Rare Books, Manuscripts, or Visual Materials to pull up the appropriate request form for your item:

Complete the request form and click on Submit Request. Note that for multivolume/multibox collections, you should submit a new request form for each box/volume.