Reader Services Department, Library Division
The Huntington Library, Art Galleries, and Botanical Gardens

2018 Reader’s Quick Guide

Accessing the Library

Library Hours

- Mon–Sat, 9am–5pm; closed Sun
- Tue & Thu: Extended hours 5–7pm (study space only—no rare materials)
- All rare materials must be returned by 4:45pm every day

Grounds & Galleries Hours

- Galleries: Wed–Mon, 10am–5pm; closed Tue
- Grounds: Wed–Tue, 8am–5pm
- Wear your reader card to access the grounds and galleries

Tours

- Library walkarounds are offered Mon & Wed at 3pm
- Please meet inside the Reader Services office

Entering & Exiting

- There are two security checkpoints—one at Munger Lobby and one at Bookcheck by the Donno Reader Lounge—either may be used to enter/exit the Library
- **Entry**: Present your reader badge for check-in at the Security desk, once a day only
- **Exit**: Present your bag(s) for inspection at the Security desk each time you exit

Lockers

- Please store personal belongings and prohibited items in the lockers; clear bags are provided for use
- Prohibited items include: large coats, bags, purses, laptop cases/sleeves, food and liquid, post-its, highlighters, pens, colored pencils, correction fluid, staplers, tape, glue, paper clips, scissors, string
- Permitted items include: pencils, laptops/electronic devices on silent, chargers
- Personal notebooks/notepads and loose-leaf papers are not permitted in the Ahmanson Reading Room, but are permitted in the Library’s open stacks (you can request an exception from the Head of Reader Services if you need to bring physical documents for research into the Ahmanson)
Online Catalog Account & Aeon Account
Your username for both the online catalog and Aeon are printed underneath your name on your reader card. View the online catalog at catalog.huntington.org

My Library Account
- Login by going to catalog.huntington.org and clicking on My Library Account in the header. You will be prompted to create a PIN the first time you log in.
- Saving your checkout history: The default is Opt Out; you must click on Reading History and then click Opt In. If you change your mind, you may choose to Opt Out again at any time.
- Accessing databases: Login to EZProxy by using your “My Library” account and PIN.

Aeon Account
- Accessing Aeon: Login on aeon.huntington.org
- All rare materials requests as well as all Imaging Services requests must be placed via Aeon
- Please note that Aeon is not a catalog/discovery tool: begin searches at catalog.huntington.org

Rare Materials & the Ahmanson Reading Room
All rare materials must be viewed in the Ahmanson Reading Room. If you are not viewing rare materials, please consider using the General Collections and open stacks areas instead.

Requesting Rare Materials
- Place all requests online via Aeon: aeon.huntington.org
- The maximum is five requests; requests are paged in the order that they are received
- An item is available at the Supervisor Desk for checkout once its status in Aeon is In Ahmanson Reading Room or Item on Stacks Reserve
- When stepping out of the Ahmanson for more than 15 minutes, please return rare materials to the Supervisor Desk, specifying that you’d like to keep the item(s) on hold
- Once 30 days have elapsed since your last check-in to the Ahmanson, staff will re-shelve your materials in order to free up space; you may re-request materials at any time using Aeon

Paging Schedule
- Mon–Fri: 8:45am, 10am, 11am, 2pm, 3pm
- Sat: 10am, 2pm
- Example: If an item is requested at 1:30pm on a Tuesday, the next paging run will be at 2pm; the item will typically arrive in the Ahmanson by 2:30–3pm depending on its physical location and position in the queue.

Ahmanson Reading Room Procedures
- Enter the Ahmanson Reading Room through the Reader Services Office and check in at the Supervisor Desk at the front to receive your daily seat assignment
- Notepaper will be provided at the Supervisor Desk; personal notepads/notebooks and loose-leaf paper must be stored in the lockers
- Cradles and weights are available to the left of the Supervisor Desk; acid-free archival slips, a pencil sharpener, and tissues are available at the front of the Supervisor Desk
- Rulers, magnifying glasses, and gloves are available by request at the Supervisor Desk

Reader Services: 626-405-2191 · reference@huntington.org
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General Collections & Open Stacks
These areas include the Rothenberg Reading Room, the Donno Readers Lounge, and the General Collections open stacks located throughout the Old Library Building.

Rothenberg Reading Room Procedures
● There are 20 unassigned/open desks: seating is first come, first serve

Checkout Procedures & Shelf Assignments
● The self-checkout terminal is located in the Donno Readers Lounge, and the Reader Services office can also process checkouts
● Books may not leave the Library building but readers may request a shelf assignment (either in the Ahmanson Reading Room or the Rothenberg Reading Room) on which to store checked-out books
● On the last day of your visit to The Huntington, please return your books to a reshelving cart or notify Reader Services office staff so the shelf can be cleared
● Once 30 days have elapsed since your last check-in, staff will re-shelve your materials in order to free up space; you may re-request materials at any time using Aeon

Loans from Other Libraries
Fuller & CalTech
● You may present your reader card at Fuller or CalTech to apply for borrowing privileges at the respective institution

InterLibrary Loan
● Forms are available in the Reader Services office for requesting an InterLibrary Loan
● The processing fee for each request is $15

Photography & Photocopies
Self-Service Copying/Scanning
● The Copy Center is located by the North Hallway in the Old Library Building
● The fee for B&W printing is $0.10 per page
● There is no fee for scanning with the Bookeye (B&W available only)

Digital Photography
● Digital photography with a camera or phone is permitted—please refer to the digital photography policy for more detailed information
● Prohibited: Flash, sound, portable scanners, SLRs/dSLRs

Professional Services
● Place orders for imaging services online: aeon.huntington.org
● The list of pricing and turnaround times is also available online
Wireless

- No password is required
- Wireless is available in these areas: Ahmanson Reading Room, Rothenberg Reading Room, Donno Readers Lounge, North Wing, 1919 café patio, and Red Car coffee shop patio
- Wireless should be used for research purposes, and not to stream music or video

Guests to the Grounds & Library Visitors

Grounds & Galleries

- Hours for Admissions are Wed–Mon, 10am–5pm; no guest passes on Tuesdays
- You may request one free guest pass a day at the Admissions window, and your guest must be present to receive the pass
- Guest passes grant access to the grounds and galleries and exclude the Library buildings

Library/Research Center

- Your reader card grants you and you alone access to enter the Munger and the Old Library Building
- Guests, including children, may not enter the Library buildings
- If you wish to invite colleagues to see the Library, please obtain clearance in advance by requesting and submitting a visitor form to Reader Services office staff at least two business days prior to the proposed visit date

Dining

Old Library Building

- Footnote: Kitchenette equipped with fridges, vending machines, and microwaves
- Reader Coffee Hour: Tue 3–4pm in the Donno Readers Lounge

Dining at The Huntington

- Red Car Coffee Shop: Daily, 7:30am–5:30pm
- 1919 Café: Wed–Mon, 10:30am–5:30pm; Tue 10:30am–2pm
- Rose Garden Tea Room (by reservation): Mon & Wed–Fri, 12–5pm; Sat–Sun, 10:30am–5pm
- Freshwater Dumpling and Noodle House: Wed–Mon, 11:30am–4:30pm
- Patio Grill: Sat–Sun, 11am–4pm
- **Reader discount**: 30% off prices of food and beverage at all destinations excluding the Rose Garden Tea Room, and 40% off coffee at the Red Car with the use of a 16oz commuter cup

Nondiscrimination & Accommodation

- Reader Services is committed to providing an environment that is free of discrimination and harassment, and in which all individuals are treated with respect and dignity
- Reader Services will make all reasonable accommodations for readers with disabilities in accordance with ALA policy; so we may better serve you in advance of your arrival, we request that you provide advance notice if you can