Aeon Walkthrough

Here you will learn to:

• Register with Aeon
• Place a reading room request
• Place a duplication request
• Check the status of requested material
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Registration

To Begin, enter speccoll.library.ucla.edu in an internet browser. This will bring up the following page:
If you do **NOT** have a UCLA Logon ID, please click the following button:

**Welcome!**

Many thanks for your interest in our holdings here at UCLA Library Special Collections. Any requests to access special collections materials are made through Aeon, our electronic request system.

With Aeon you can:

- submit requests automatically via links in our online catalog, Voyager
- submit requests automatically via links in our finding aids on the Online Archive of California (OAC)
- submit requests in advance of your visit or while at the library
- submit requests for duplication (digital scans/photocopies) of special collections materials
- track the status of each request
- access detailed information about past requests

**Registration and Request System**

[Login]

You will need a UCLA ID to Login. Don’t have a UCLA ID or need to reset your Password? Click [here](#) to create a UCLA ID.

If you **DO** have one, please proceed to page 9.
If you are unsure, please click the above button and see the next page.
If you forgot your UCLA Logon ID or are unsure if you have registered in the past, click here. You can also manage your UCLA Logon ID account.

Click here to create your UCLA Logon ID
After reviewing the terms, please check the box and click “I Agree to the terms of use”
Please note that unless you have a UCLA ID Number, you will need to select “I do not have a 9 digit UCLA ID number (UID),” regardless of any campus affiliation.
Enter your information, then click “Continue”
These next two pages explain how to create your UCLA Logon ID and Password. Please note the rules about the ID creation. Also, please record the information for future reference as you will need it to submit future requests or access your Aeon account.
Please pay close attention to the rules for both password creation and the security response.

Choose your Password
Your password must be between 8 and 128 characters and contain at least two of the following three types of characters: letters, numbers, and the following special characters: !@#$%^&*(). Passwords are case sensitive.

Password
Your desired password

Confirm Password
Your desired password (again)

Create a Challenge Phrase for Account Recovery
Select a challenge and response phrase so that should you forget your password in the future, you may reset it online. The challenge question must be at least 8 characters long and may not exceed 128 characters. The response phrase is case sensitive. It cannot be the same as your Challenge phrase. It must be at least 8 characters long and may not exceed 128 characters.

Select your Challenge Question
What is the name of your first pet?

Type your Response
Answer to the above question

CREATE UCLA LOGON ID  CANCEL
Confirm that you would like to create your account.
If you are NOT affiliated with UCLA you can choose to opt out. Check the box and click “Continue.”
Once again select “Opt out” and then click “Confirm”
Congratulations, you have now created your UCLA logon ID (UID)!

NEXT STEP is to logon to the Online Request System (Aeon) and REGISTER by filling out the online form.
Please return to speccoll.library.ucla.edu and click Login. Enter your UCLA Logon ID.
You will now begin the Aeon registration process. Please read this information and scroll to the bottom.
Fill out the registration form, making sure to complete all fields with a red asterisk next to them. Department is not a required field so you can ignore this asterisk. Below is an example of how to complete the Institutional Affiliation section.
You have now registered with Aeon! To begin placing requests, you can click the library catalog link in the upper left corner.
Type in a search term in search box:

And click on a collection or item:
You will then be brought to the catalog record for the item. Additional information, as well as a link to the Online Archive of California (OAC) record, may be displayed. To directly request material from this page, click the blue “Request Material” button and continue to page 17. To go to the OAC and request from there, please click the OAC link and proceed to page 16.
Once at the OAC record, you can either click the request items button, or click the PDF/HTML buttons to see a more detailed collection guide. There is a request items on this detailed guide as well.
Once the request button has been clicked from either the catalog or OAC, you will be brought to the Aeon Web Requesting Application (WRAPP) page below. There is a special requests and notes section here.
Scrolling further, there is a date selection tool to view material during your visit to our reading room. **Please note: if you are requesting duplication (which you will specify on the next page), this date will NOT be the date you receive materials. All requests are processed in the order they are received. Please contact us at speccoll-duplication@library.ucla.edu if you have any questions.**

Select the items you would like to view and click submit request.

<table>
<thead>
<tr>
<th>Request</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>INDEX pt.1&lt;:35 yr.1935-1960</td>
</tr>
<tr>
<td></td>
<td>Alumnae-Murphy Reading Room in YRL</td>
</tr>
<tr>
<td>✔️</td>
<td>box.0001: Alumnae-Murphy Reading Room in YRL</td>
</tr>
<tr>
<td>✔️</td>
<td>box.0002: Alumnae-Murphy Reading Room in YRL</td>
</tr>
<tr>
<td>✔️</td>
<td>box.0003: Alumnae-Murphy Reading Room in YRL</td>
</tr>
<tr>
<td>✔️</td>
<td>box.0004: Alumnae-Murphy Reading Room in YRL</td>
</tr>
<tr>
<td>✔️</td>
<td>box.0005: Alumnae-Murphy Reading Room in YRL</td>
</tr>
<tr>
<td>✔️</td>
<td>box.0006: Alumnae-Murphy Reading Room in YRL</td>
</tr>
<tr>
<td>✔️</td>
<td>box.0007: Alumnae-Murphy Reading Room in YRL</td>
</tr>
<tr>
<td>✔️</td>
<td>box.0008: Alumnae-Murphy Reading Room in YRL</td>
</tr>
<tr>
<td>✔️</td>
<td>box.0009: Alumnae-Murphy Reading Room in YRL</td>
</tr>
<tr>
<td>✔️</td>
<td>box.0010: Alumnae-Murphy Reading Room in YRL</td>
</tr>
<tr>
<td>✔️</td>
<td>box.0011: Alumnae-Murphy Reading Room in YRL</td>
</tr>
</tbody>
</table>
Once you submit the request, you will be taken to a new page. Here you can choose whether you want to view these items yourself or place a duplication request. Upon clicking “Duplication,” a dropdown menu for format selection and additional details will appear.
Please use the “Item Comment” section to specify what items, pages, etc. you would like copied from each box/folder/volume. When done, click “Submit Request.”

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Item Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>box.0001</td>
<td>Ahmanson-Murphy Reading Room in YRL</td>
</tr>
<tr>
<td>box.0002</td>
<td>Ahmanson-Murphy Reading Room in YRL</td>
</tr>
<tr>
<td>box.0003</td>
<td>Ahmanson-Murphy Reading Room in YRL</td>
</tr>
<tr>
<td>box.0004</td>
<td>Ahmanson-Murphy Reading Room in YRL</td>
</tr>
</tbody>
</table>
You have now submitted a request!

### Outstanding Requests

<table>
<thead>
<tr>
<th>TN</th>
<th>Title</th>
<th>Author/Creator</th>
<th>Volume/Box</th>
<th>Status</th>
<th>Order Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>4966</td>
<td>Photographic archive</td>
<td>Los Angeles Times (Firm)</td>
<td>box 0004</td>
<td>Awaiting SRLF (off-site) Processing</td>
<td>Order Awaiting Approval</td>
</tr>
<tr>
<td>4967</td>
<td>Photographic archive</td>
<td>Los Angeles Times (Firm)</td>
<td>box 0003</td>
<td>Awaiting SRLF (off-site) Processing</td>
<td>Order Awaiting Approval</td>
</tr>
<tr>
<td>4968</td>
<td>Photographic archive</td>
<td>Los Angeles Times (Firm)</td>
<td>box 0002</td>
<td>Awaiting SRLF (off-site) Processing</td>
<td>Order Awaiting Approval</td>
</tr>
<tr>
<td>4969</td>
<td>Photographic archive</td>
<td>Los Angeles Times (Firm)</td>
<td>box 0001</td>
<td>Awaiting SRLF (off-site) Processing</td>
<td>Order Awaiting Approval</td>
</tr>
</tbody>
</table>
To see any outstanding requests, you can click the “Outstanding Requests” button on the left.

This will allow you to monitor the status of any submitted requests remotely.

Thank you for using UCLA Library Special Collections.