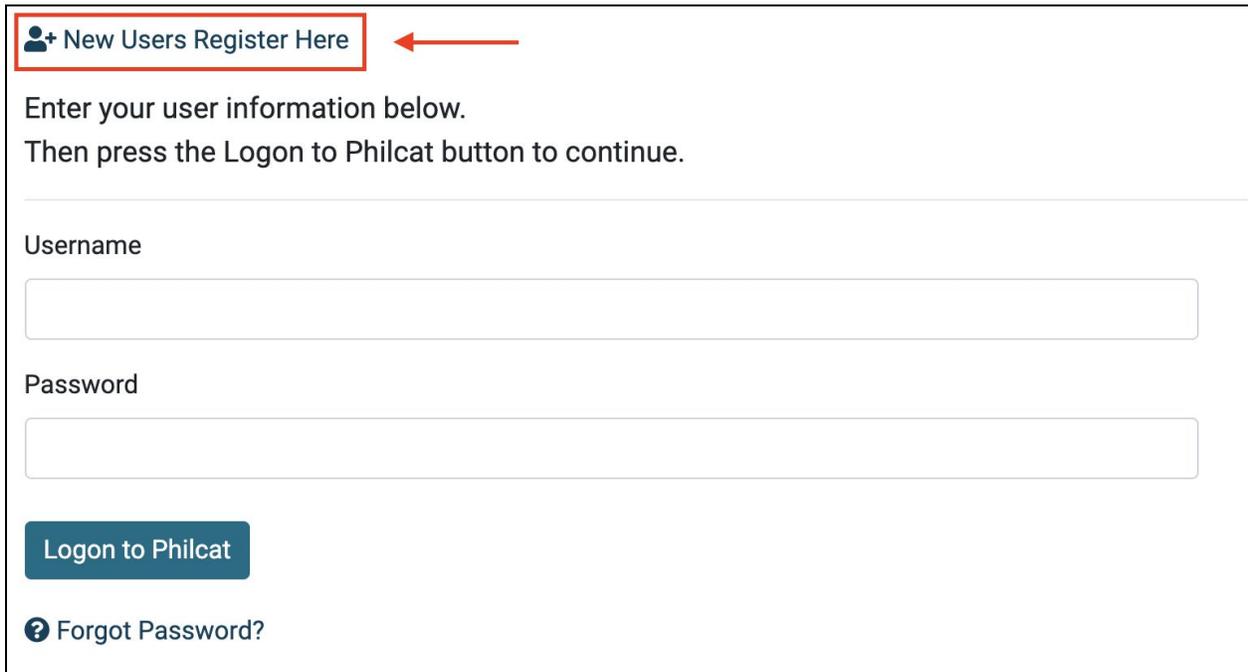


Requesting Materials at the Phillips Library

Creating an Account

To create an account, navigate to <https://pem.aeon.atlas-sys.com/aeon/> in your browser. This will take you to the login page. At the login page, click the **First Time Users** link at the top of the page.



+ New Users Register Here ←

Enter your user information below.
Then press the Logon to Philcat button to continue.

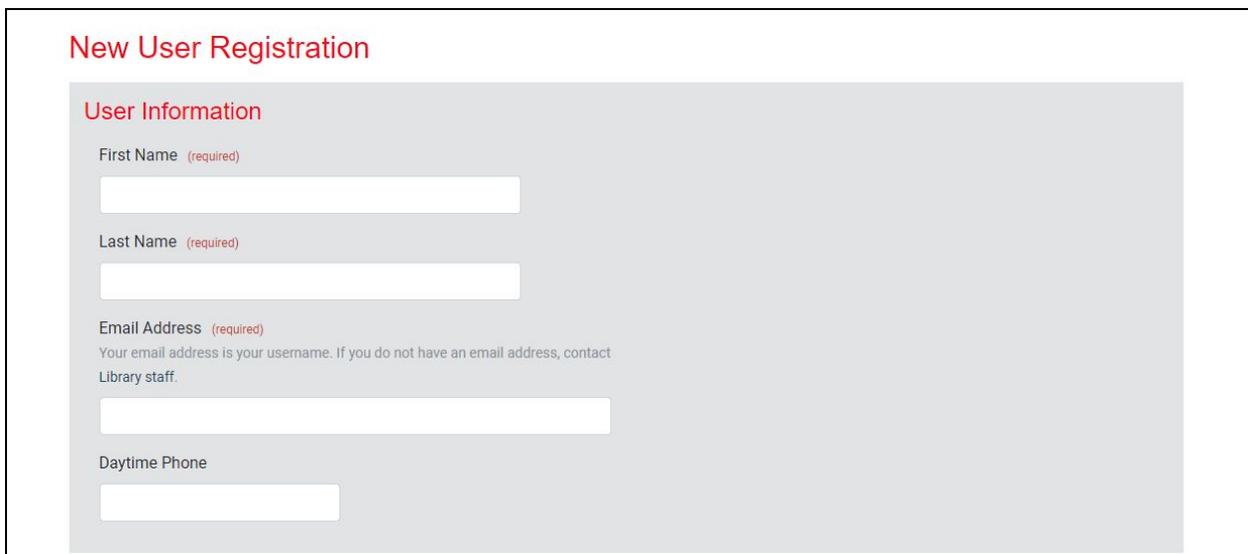
Username

Password

Logon to Philcat

[? Forgot Password?](#)

This will take you to the account creation form.



New User Registration

User Information

First Name (required)

Last Name (required)

Email Address (required)
Your email address is your username. If you do not have an email address, contact Library staff.

Daytime Phone

Once you have registered, you will receive an email confirming your account creation. Your email address will serve as your username. After creating your account, you will be directed to your account home page. From here, you can begin making requests.

Making a Print Request

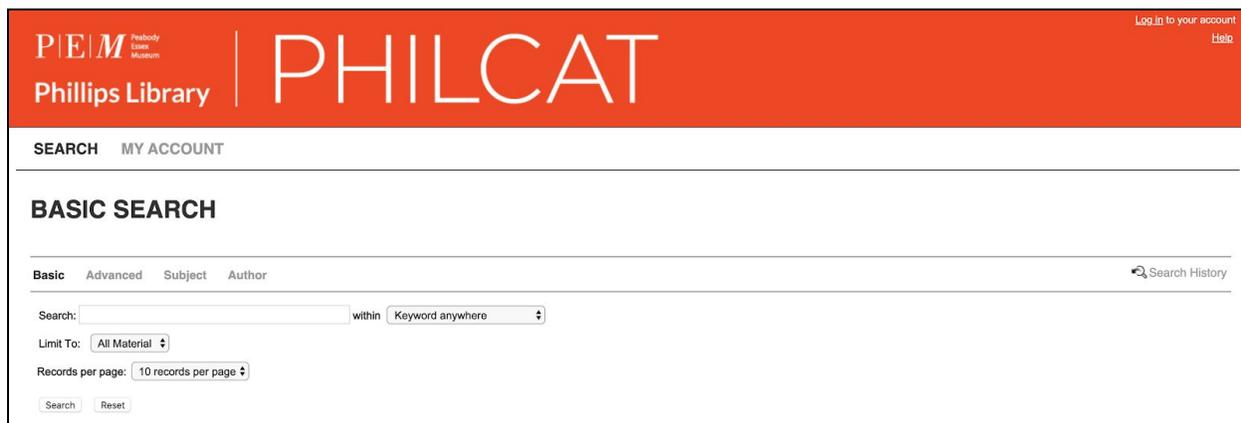
Print material is material that was published, like a monograph, journal, or pamphlet. This is opposed to manuscript material, which is unpublished and often handwritten, like collections of personal papers.

To make a request, first navigate to the **Search Catalog** tab on the main page. This will take you to the landing page of Philcat, our online catalog.



Alternatively, you can navigate directly to <http://www.pem.org/library/philcat>.

From there, you can search for keywords or for the title of the work you would like to request.



Once you have selected a record, you will be able to request it using the **Request** button in the Holdings Information box.

Monsters of the sea /

Title: Monsters of the sea / Richard Ellis.
Author: [Ellis, Richard, 1938-](#)
Published/Created: New York : Knopf, 1994.
Edition: Second printing.
Physical Description: xiii, 429 pages : illustrations ; 25 cm
Source of acquisition: Gift of Robert and Nina Hellman; gift; 2018
Links: [Publisher description](#)

Holdings Information

Location:	Phillips Library Stacks
Call Number:	QL121 .E58 1994
Number of Items:	1
Status:	Available
Actions:	Request ←

Please note that if the item's **Status** is listed as anything other than **Available**, the item's availability will be assessed on a case-by-case basis and will take at least 2-4 weeks to be available in the reading room.

After clicking **Request**, you will be navigated to the request form. All the information will automatically populate using the information in the record.

New Print Request

There is no limit on how many items patrons can request. Library staff will pull the first five (5) manuscript boxes and/or ten (10) print items in the order requested for your visit. Please ensure materials are requested in order of priority; additional material can be paged during your visit.

Describe the item you want

[Switch to Reproduction Form](#)

Title (required)
Monsters of the sea /

Author
Ellis, Richard, 1938-

Call Number (required)
QL121 .E58 1994

When you scroll down to the bottom, you will be able to select the date you would like to view the item. Alternatively, you can choose to save the request and schedule your visit later.

You may not put in requests for days that are greyed out. These may be times that the reading room is closed or may be appointment days, which require 48 hours of lead time to schedule visits.

Researcher Tags

Tags are user-created and will only show on your account. You can use tags to group materials by type, or any other designation you wish.

Schedule Visit (required)

Select the date you plan to visit.

Submit Request Save Request for Later Cancel - Return to Main Menu

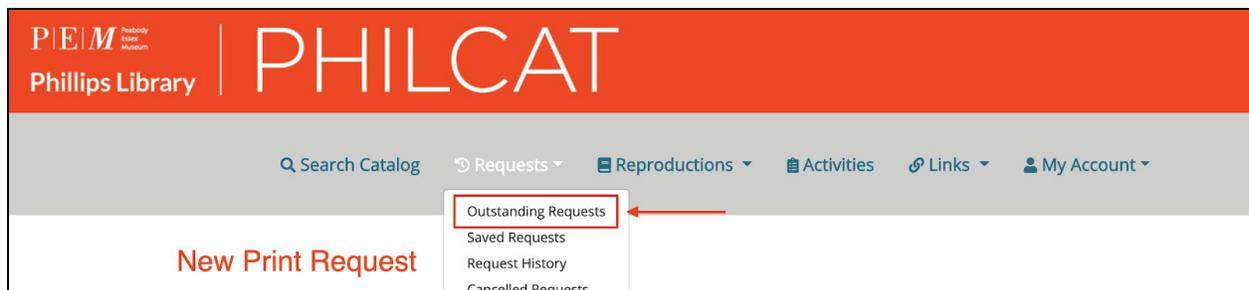
Schedule Visit (required)

December 2019

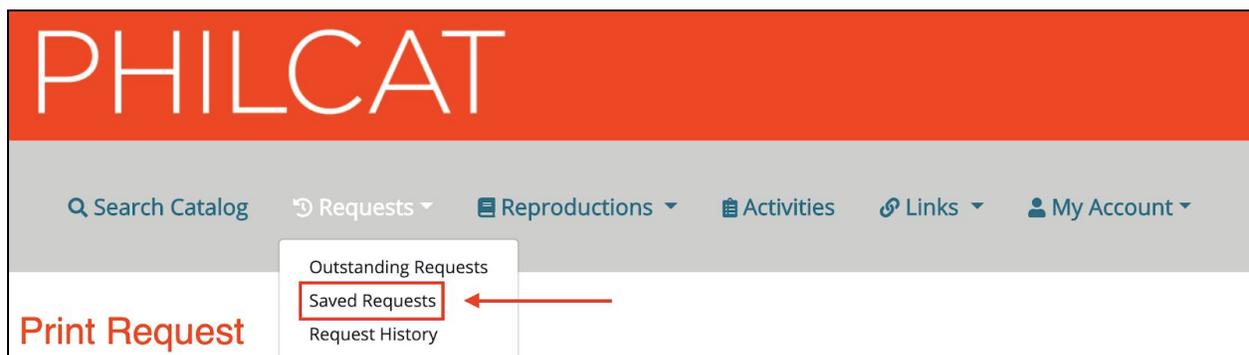
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

After you schedule your appointment, you must press **Submit Request**. If you do not, your request will not be scheduled.

Once you submit your request, you can access it from the **Outstanding Requests** page under the **Requests** tab. Please note that if your request does not appear, it has not been submitted.



If you choose to save your request, it will be available on the **Saved Requests** page under the **Requests** tab.



Making a Manuscript Request

If a manuscript collection has a **Finding Aid**, you will use it to request folders from the collection. To request part of a manuscript collection, click **Request for use in the reading room or view the finding aid** in the catalog record. If this link does not appear, there is no finding aid and you will use the red **Request** button to request the collection in its entirety.

Samuel V. Chamberlain Papers,
Title: Samuel V. Chamberlain Papers, 1895-1989.
Author: [Chamberlain, Samuel V., 1895-1975.](#)
Physical Description: 89 boxes (52.75 linear feet).
Organized into four series: Personal Papers, Business Papers, Publications, and Narcissa G. Chamberlain Papers.

Holdings Information

Location: Phillips Library Stacks
Call Number: MSS 369
Number of Items: 1
Status: Available
Linked Resources: [Request for use in the reading room or view the finding aid.](#) ←
Actions: **Request**

Alternatively, you can navigate directly to the Manuscript Finding Aids collection from your account. Under the **Links** tab, select **Finding Aids** on the drop down menu.

PE|M Peabody Essex Museum
Phillips Library | PHILCAT

Search Catalog Requests Reproductions Activities Links My Account

Choose a request below for detailed information

Finding Aids
Online Collections
Library

This will take you to the Phillips Library Finding Aids launch page. You can then search for a collection by title, keyword, or call number to locate its finding aid.

Once you have navigated to the collection's finding aid, you will see a launch page with the **Request** option greyed out.

Phillips Library Finding Aids

PE|M Peabody Essex Museum

Collections Subjects Names

Samuel V. Chamberlain (1895-1975) Papers
Collection Identifier: MSS 369
Phillips Library | Samuel V. Chamberlain (1895-1975) Papers

Collection Overview Collection Organization Container Inventory

Citation Print **Request**

Collection organization

Samuel V. Chamberlain (1895-1975) Papers

- Personal Papers
- Business Papers
- Publications
- Narcissa G. Chamberlain Papers

Collection organization

Samuel V. Chamberlain (1895-1975) Papers

- ▼ Personal Papers
 - ▼ Early Years

Photographs of Cora Lee and Samue...

Diary of Cora Lee Chamberlain, 1895...

The Women's Journal article, 1896

Photograph of Samuel Chamberlain

Collection organization

Samuel V. Chamberlain (1895-1975) Papers

- ▼ Personal Papers
 - ▼ Early Years

Photographs of Cora Lee and Samue...

Diary of Cora Lee Chamberlain, 1895...

The Women's Journal article, 1896

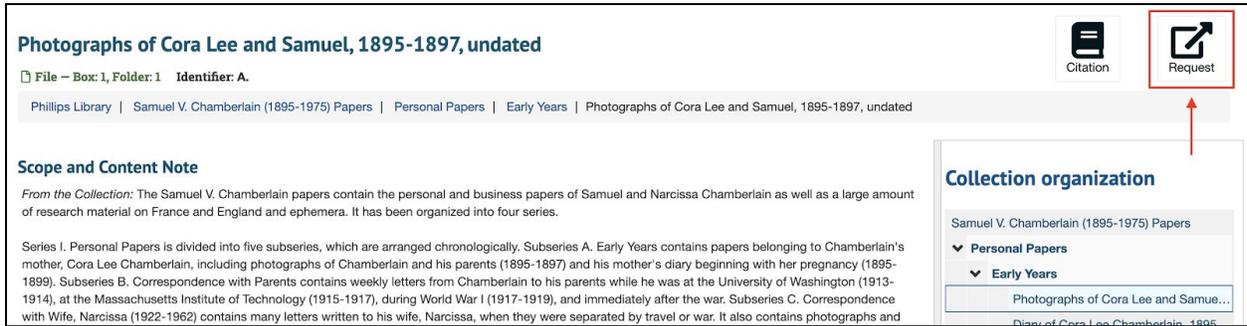
Photograph of Samuel Chamberlain, ...

Manuscript collections are requested at the folder level. To request from a manuscript collection, you must first navigate to the **Collection Organization** list on the right-hand side of the page.

The **Collection Organization** is comprised of headers (representing collection Series and Subseries) which contain contents (representing folders of documents).

Use the arrows to the left of each heading to navigate through until you see the folder contents. There is no arrow next to the folder contents, as it is the smallest unit in a manuscript collection.

Once you have selected a folder, you will be directed to the folder's request page. You will see the title of the page change and the file's **Box** and **Folder** numbers appear. The **Request** button will no longer be greyed out and you can use it to place your request.



As with print materials, the manuscript request form will automatically populate with information from the finding aid. Unlike a print request, a manuscript request automatically moves to your **Saved Requests**. The **Saved Requests** page functions like a virtual shopping cart. You can add as many requests as you would like before “checking out” by scheduling your visit.



To schedule one or more requests, you must select the checkbox to the left of each request you would like to submit (1.). You can then schedule your visit using the calendar icon (2.). After you schedule your appointment, you must press **Submit Information** (3.). If you do not, your request will not be scheduled.

You may not put in requests for days that are greyed out. These may be times that the reading room is closed or may be appointment days, which require 48 hours of lead time to schedule visits.

Once you schedule your request, you can access it from the **Outstanding Requests** page under the **Requests** tab. Please note that if your request does not appear, it has not been submitted.

