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.
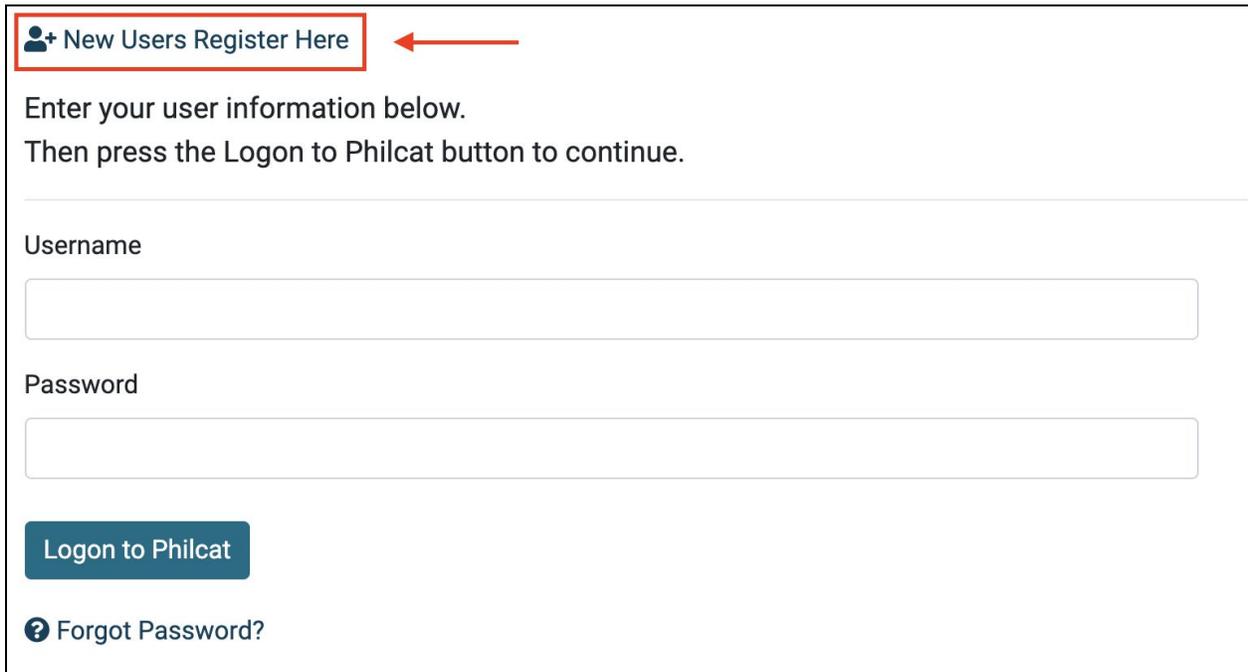
+ New Users Register Here ←

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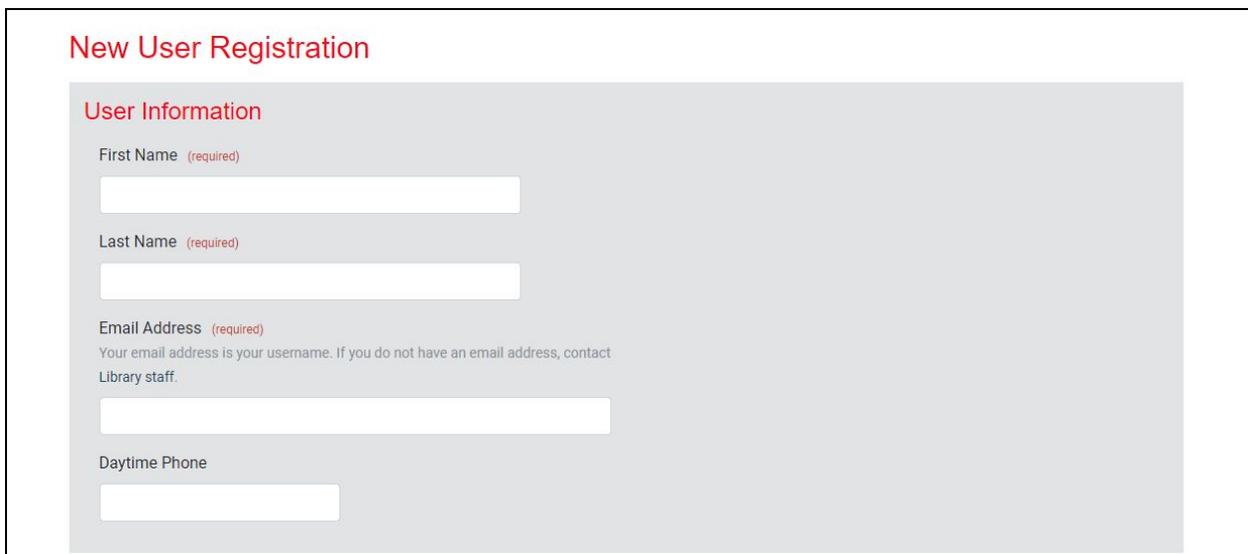Then press the Logon to Philcat button to continue.

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 This is opposed to manuscript material, which is unpublished and often handwritten, like collections of personal papers.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.
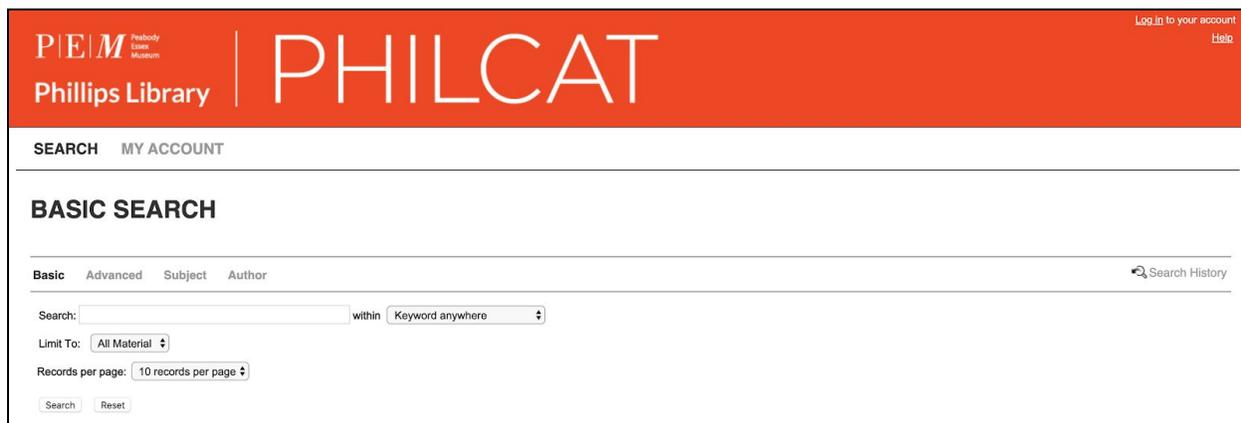
Once you have selected a record, you will be able to request it using the **Request** button in the Holdings Information box.

*Please note that if the item's **Status** is listed as <u>anything other</u> 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.

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.

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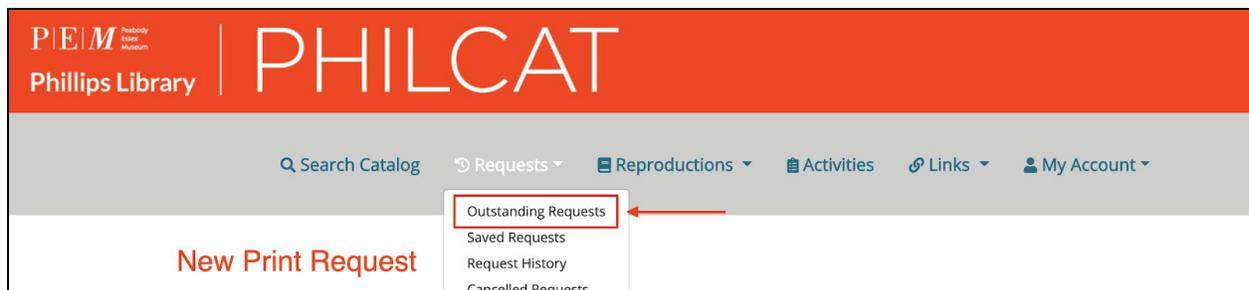
If you choose to save your request, it will be available on the **Saved Requests** page under the **Requests** tab.
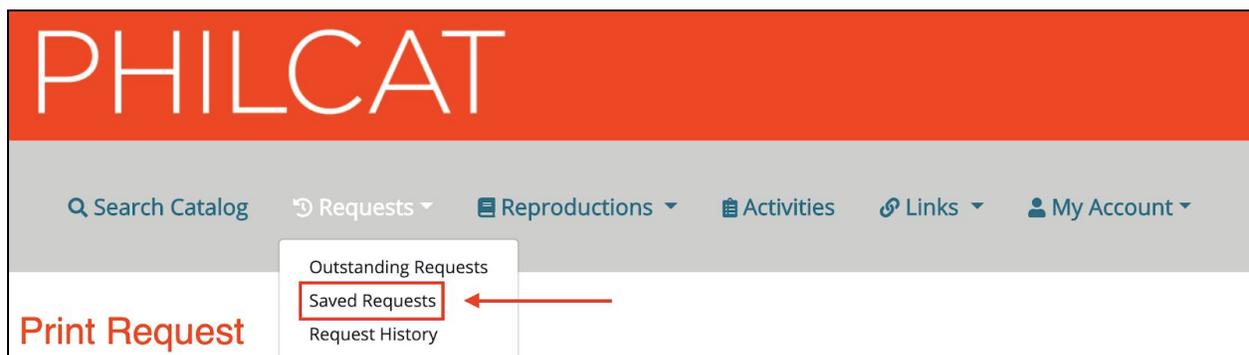
Making a Manuscript Request

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.

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.

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.

Collection organization

Samuel V. Chamberlain (1895-1975) Papers
> Personal Papers
> Business Papers
> Publications
> Narcissa G. Chamberlain Papers

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.

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...
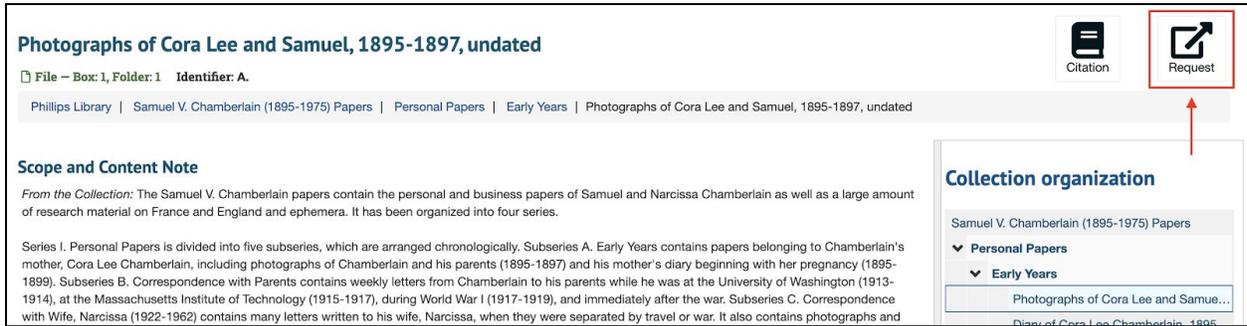   *The Women's Journal* article, 1896
    Photograph of Samuel Chamberlain, ...

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.