Reference Imaging Order Instructions

Reference Imaging is a complimentary service the Hoover Institution Library & Archives offers for scholars who cannot visit the reading room and are looking to advance their research. As a reminder, material provided through this service may be protected by copyright law (Title 17, U.S. Code) and is made for your **personal use only**.

Staff can digitize the following per researcher, per year, at no cost:

Archival Material	OR	Library Item
One folder		Up to 100 pages

Due to the large number of requests submitted, turnaround time is currently several months or more.

Staff may contact you if there are questions about your order. We reserve the right to refuse scanning of materials if they are fragile or at risk of getting damaged in the digitization process.

To place a Reference Imaging request, you first need to create an Aeon account by following the link and clicking "Create Account": https://hoover.aeon.atlas-sys.com/. Aeon is the Library & Archives' online request and reservation system. Once you have created an Aeon account, follow these steps to submit a Reference Imaging request.

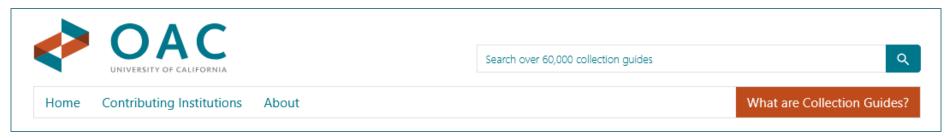
Note: Please be aware that the system will time out after 30 minutes.

Questions?

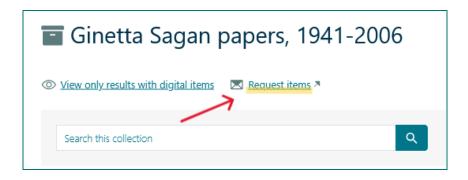
Email us at hooverarchives@stanford.edu or call: (650) 723-3563



Archival Material Requests



1) Go to the Online Archive of California record for the collection and click the **Request items** button; this will open Aeon and load the guide to the collection.



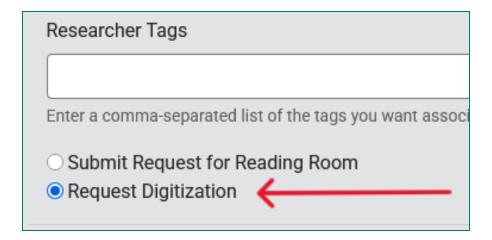
2) Scroll down to the entries for the material you are interested in, and select the checkbox next to the item. Staff can scan 1 folder per researcher, per year, select the checkbox next to 1 item that best matches the folder you are interested in requesting.



3) Scroll down until you get to the **Request Information** section. If the collection does not have an inventory or it is attached as a PDF, please enter the requested box/folder information in the **Additional Information** field. If a staff member assisted you with your request, type their name here.

Request Information
Note: The notes will be used for all of the submitted requests.
Additional Information
Please enter additional information for staff here. If the checkbox selected above is listed as a range, indicate the number of the single item you would like to request here (Ex. Box 1). To request multiple items, please submit this form and use the "Clone Request" feature.
My Notes
Please enter any notes about this request for your personal reference.
Researcher Tags
Enter a comma-separated list of the tags you want associated with this request.
Submit Request for Reading Room Request Digitization

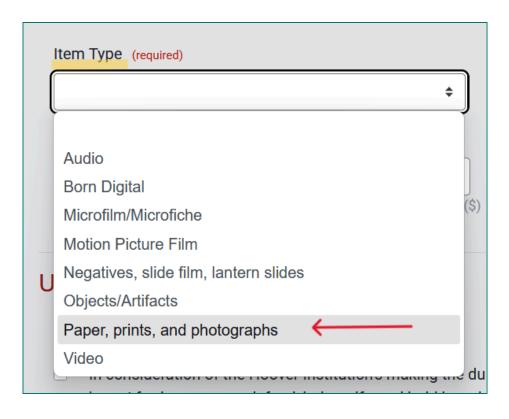
4) Select the button labeled **Request Digitization**.



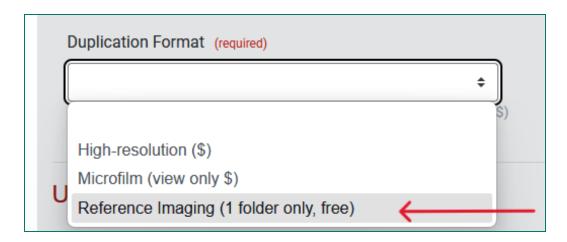
5) In the **Description of Items to be Reproduced** field, describe the material that you would like digitized.



6) From the Item Type dropdown menu, select Paper, prints, and photographs.



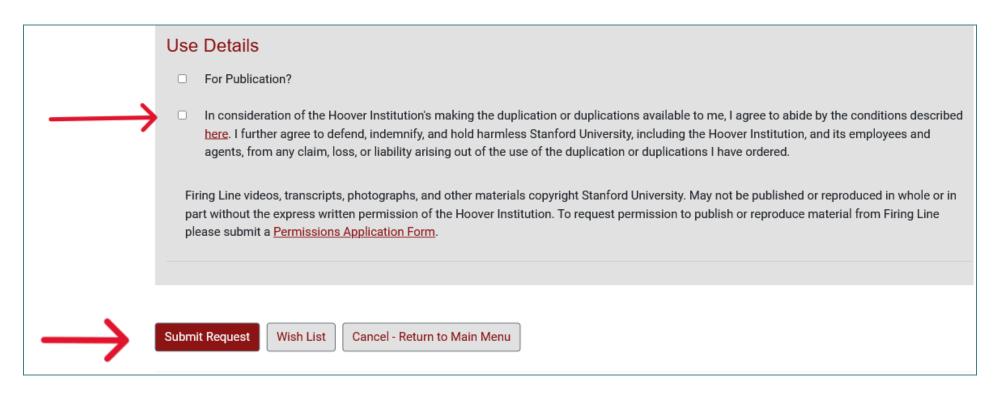
7) From the **Duplication Format** dropdown menu, select **Reference Imaging (1 folder only, free)**.



When the correct Item Type and Duplication Format have been selected, proceed to the "Use Details" section.



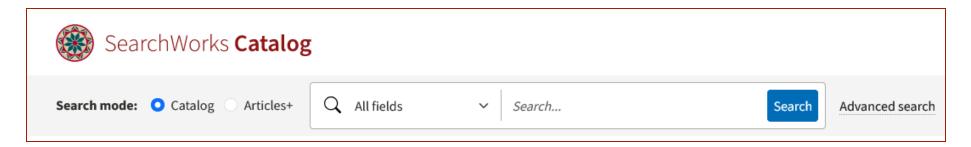
8) Read the <u>Conditions of Use Agreement</u> linked in the second-to-last paragraph, and if you agree to the conditions described, select the checkbox that appears next to the paragraph in the **Use Details** section.



9) At the bottom of the page, click the **Submit Request** button.

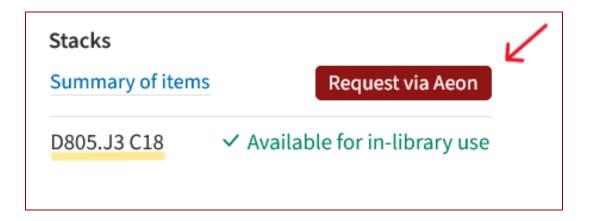


Library Material Requests



Library books are digitized on a case by case basis. If the book is widely available through other libraries or in other digital repositories we will not digitize it. Due to high demand for duplication services, we limit all scanning requests of library books to **one hundred pages**.

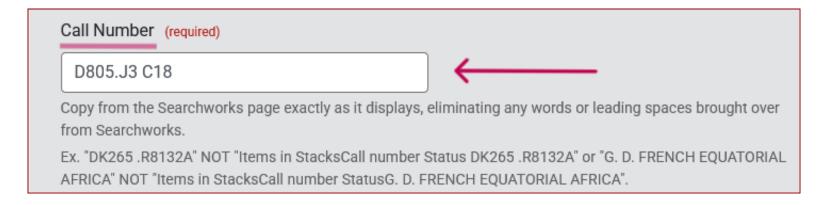
1) Go to the <u>SearchWorks</u> record for the title and click the red **Request via Aeon** button on the left-hand side of the page; this will open Aeon.



2) Click the large red button near the top that says Switch to Library Reference Imaging.

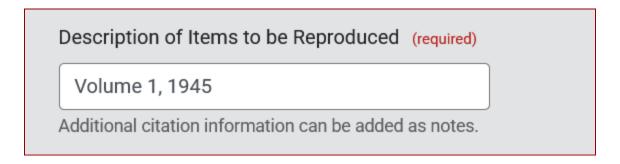


3) Copy and paste the call number, located in the **Stacks** information field, from the SearchWorks record into the **Call Number** field. *Ex: D805.J3 C18*

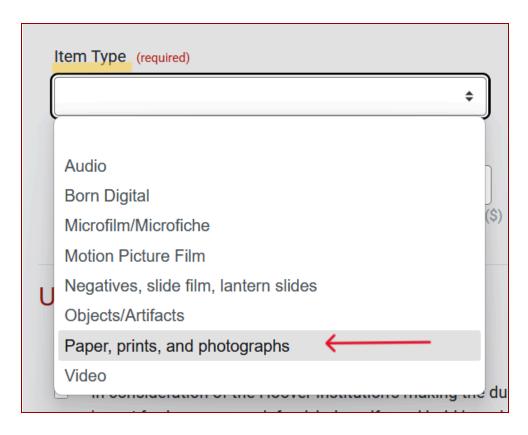


4) Scroll down until you get to the **Duplication Details** section.

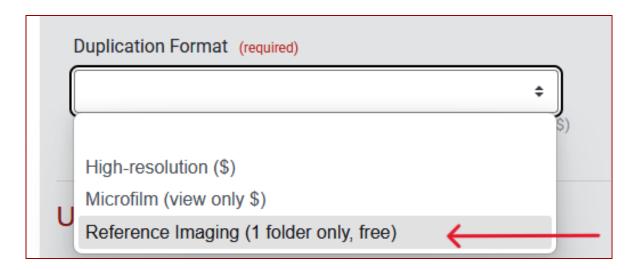
5) In the **Description of Items to be Reproduced** field, enter any additional information about your request such as specific chapters or page numbers if known.



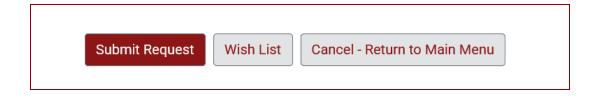
6) From the Item Type dropdown menu, select Paper, prints, and photographs.



7) From the **Duplication Format** dropdown menu, select "**Referencing Imaging (1 folder only, free)**"



- 8) Read the <u>Conditions of Use Agreement</u> linked in the second-to-last paragraph, and if you agree to the conditions described, select the checkbox that appears next to the paragraph.
- 9) At the bottom of the page, click the **Submit Request** button.



Check your Aeon Order Status:

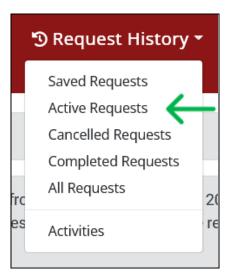


Login to your Hoover Library and Archives to check the status of your requests:

https://hoover.aeon.atlas-sys.com/Logon.html



Every request ("transaction") made in Aeon is assigned a request status that tells the researcher which stage of the workflow the request is in. To check the status of your request, login to your Aeon account: https://hoover.aeon.atlas-sys.com/, and click on "Request History" and select "Active Requests."



The Item Status indicates when a request has been successfully submitted. The Order Status conveys which stage the request is in the workflow.



Aeon Status Overview

Order Status	Description
In Digitization	Your duplication and/or permissions order is in process.
Item Delivered	The files requested have been uploaded into the Electronically Delivered Items section of your Aeon account. The files are downloadable for 14 days before they are automatically deleted.
Order Complete	Your request has been completed. The files can no longer be downloaded at this stage.
Canceled by Staff	Your request is canceled. Please check your email for more information.

Please contact us if you have any questions (hooverarchives@stanford.edu). Thank you for submitting your request!