

# 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 account, follow these steps to submit a Reference Imaging request (Aeon is optimized for Firefox and Internet Explorer browsers).

Questions?

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

Archival Material Requests



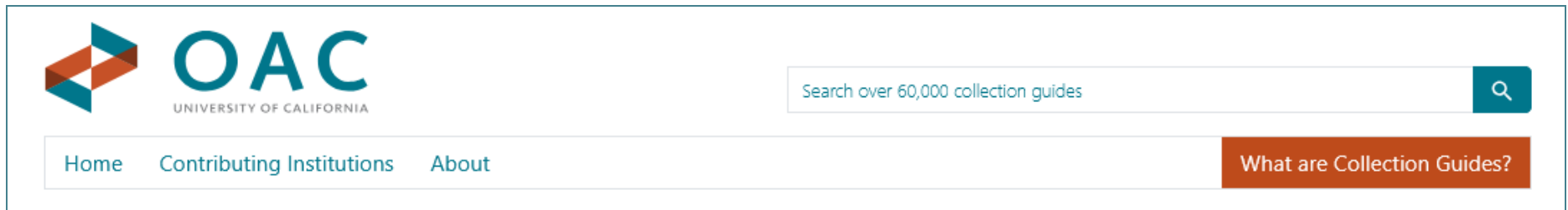
Library Material Requests



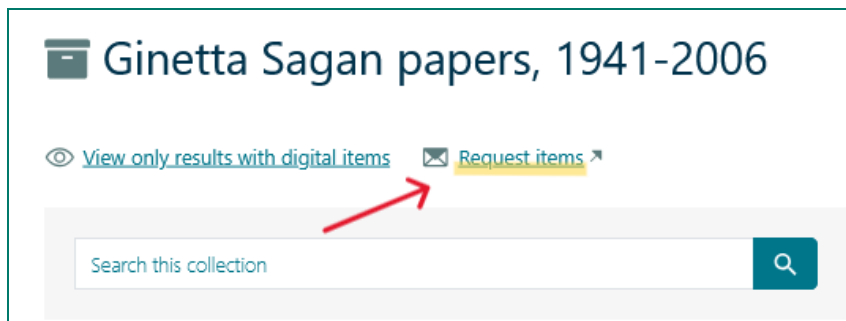
Aeon Order Status



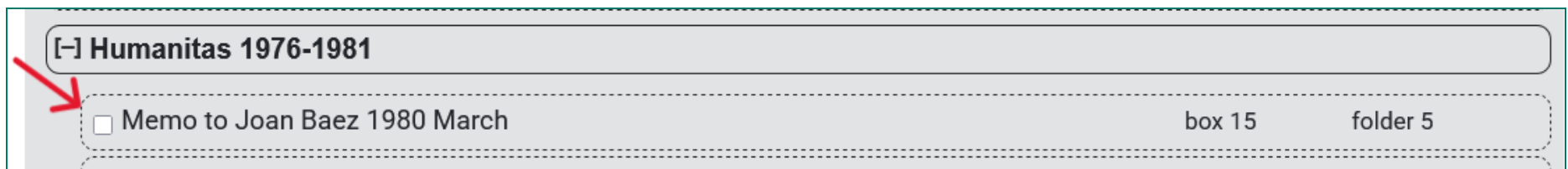
# Archival Material Requests



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

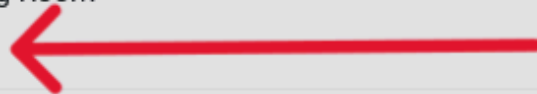
Please enter any notes about this request for your personal reference.

### 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**.

**Researcher Tags**

Enter a comma-separated list of the tags you want associ

☐ Submit Request for Reading Room

☒ Request Digitization 

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

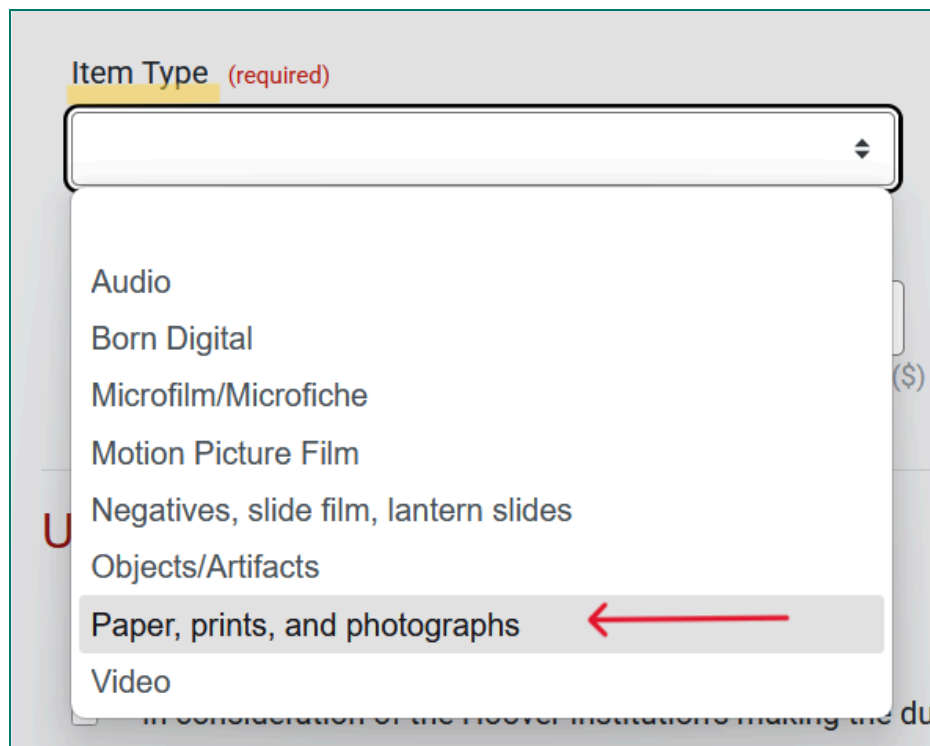
**Description of Items to be Reproduced** (required)

Folder 5

Please include the title and date of the material to be duplicated as well as a page range, item count, or part number(s) for multi-page or multi-part requests.

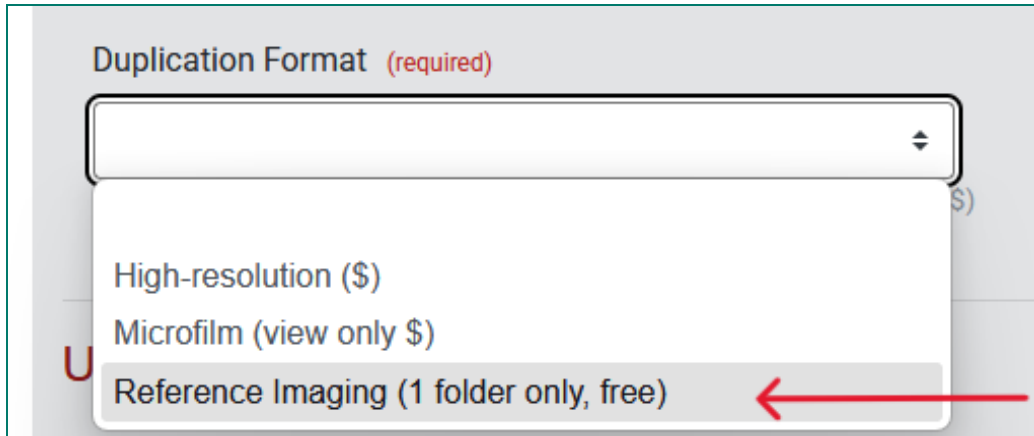
Ex. "Comments on Kendrick's 'Productivity Trends in America,' typescript, undated. Pages 2-3" or "1948 Presidential Campaign, October 6, 1948. Part 2".

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



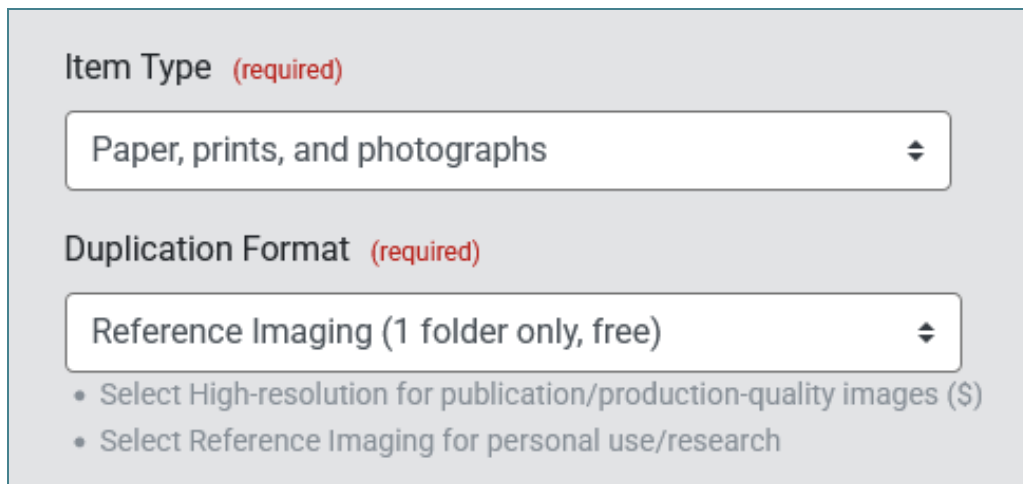
The image shows a screenshot of a web form. At the top, the label 'Item Type' is followed by '(required)' in red text. Below this is a dropdown menu. The menu is open, showing a list of options: 'Audio', 'Born Digital', 'Microfilm/Microfiche', 'Motion Picture Film', 'Negatives, slide film, lantern slides', 'Objects/Artifacts', 'Paper, prints, and photographs', and 'Video'. The option 'Paper, prints, and photographs' is highlighted with a grey background, and a red arrow points to it from the right. The dropdown menu has a small upward and downward arrow icon on its right side.

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



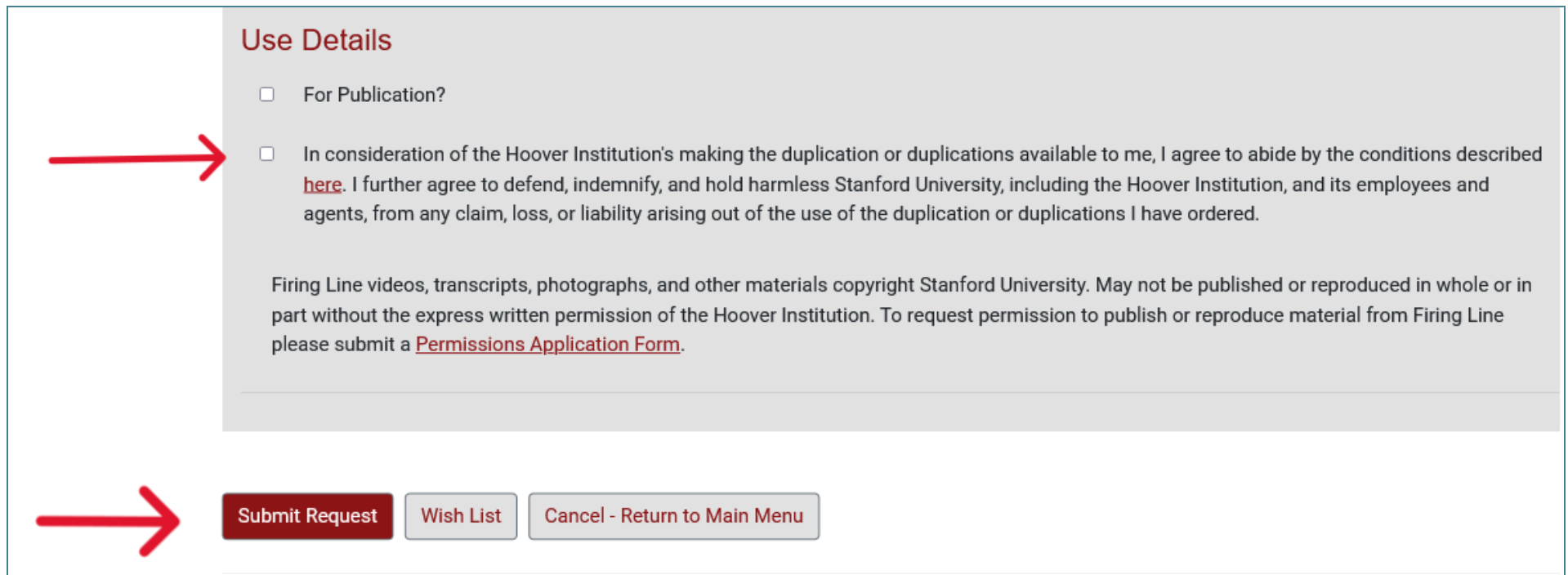
A screenshot of a web form section titled "Duplication Format (required)". Below the title is a dropdown menu. The menu is open, showing three options: "High-resolution (\$)", "Microfilm (view only \$)", and "Reference Imaging (1 folder only, free)". The third option is highlighted in grey, and a red arrow points to it from the right. A red letter "U" is visible to the left of the dropdown menu.

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



A screenshot of a web form section. It contains two dropdown menus. The first is titled "Item Type (required)" and has the text "Paper, prints, and photographs" selected. The second is titled "Duplication Format (required)" and has "Reference Imaging (1 folder only, free)" selected. Below the second dropdown menu, there are two bullet points: "• Select High-resolution for publication/production-quality images (\$)" and "• Select Reference Imaging for personal use/research".

8) Read the [Conditions of Use Agreement](#) 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.



**Use Details**

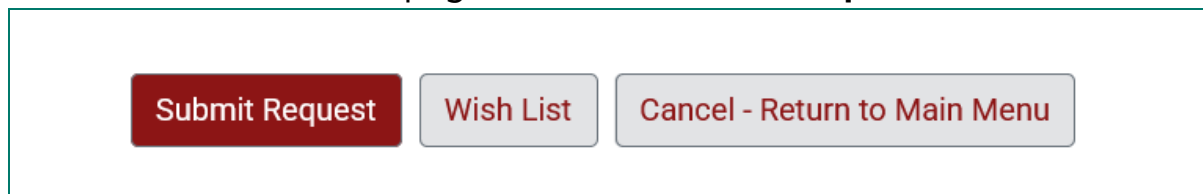
☐ For Publication?

☐ In consideration of the Hoover Institution's making the duplication or duplications available to me, I agree to abide by the conditions described [here](#). I further agree to defend, indemnify, and hold harmless Stanford University, including the Hoover Institution, and its employees and agents, from any claim, loss, or liability arising out of the use of the duplication or duplications I have ordered.

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**Submit Request** Wish List Cancel - Return to Main Menu

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



**Submit Request** Wish List Cancel - Return to Main Menu

# Library Material Requests

 SearchWorks **Catalog**

**Search mode:** ☒ Catalog ☐ Articles+

[Advanced search](#)

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 [SearchWorks](#) record for the title and click the red **Request via Aeon** button on the left-hand side of the page; this will open Aeon.

**Stacks**

[Summary of items](#)

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D805.J3 C18

✓ Available for in-library use



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

Describe the item you want

Item Information

Title (required)

Camp chit chat, being a publication in book form of six issues of a weekly periodical published by internees during internment in a Japanese concentration camp in Shanghai ...

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*

Call Number (required)

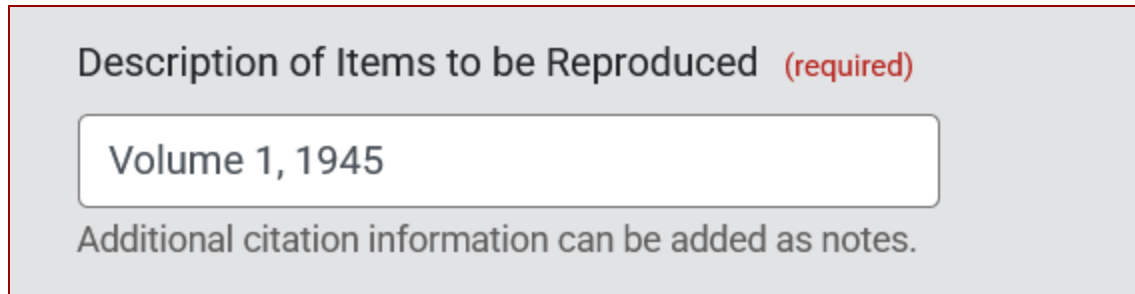
D805.J3 C18

Copy from the Searchworks page exactly as it displays, eliminating any words or leading spaces brought over from Searchworks.

Ex. "DK265 .R8132A" NOT "Items in StacksCall number Status DK265 .R8132A" or "G. D. FRENCH EQUATORIAL AFRICA" NOT "Items in StacksCall number StatusG. D. FRENCH EQUATORIAL AFRICA".

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.

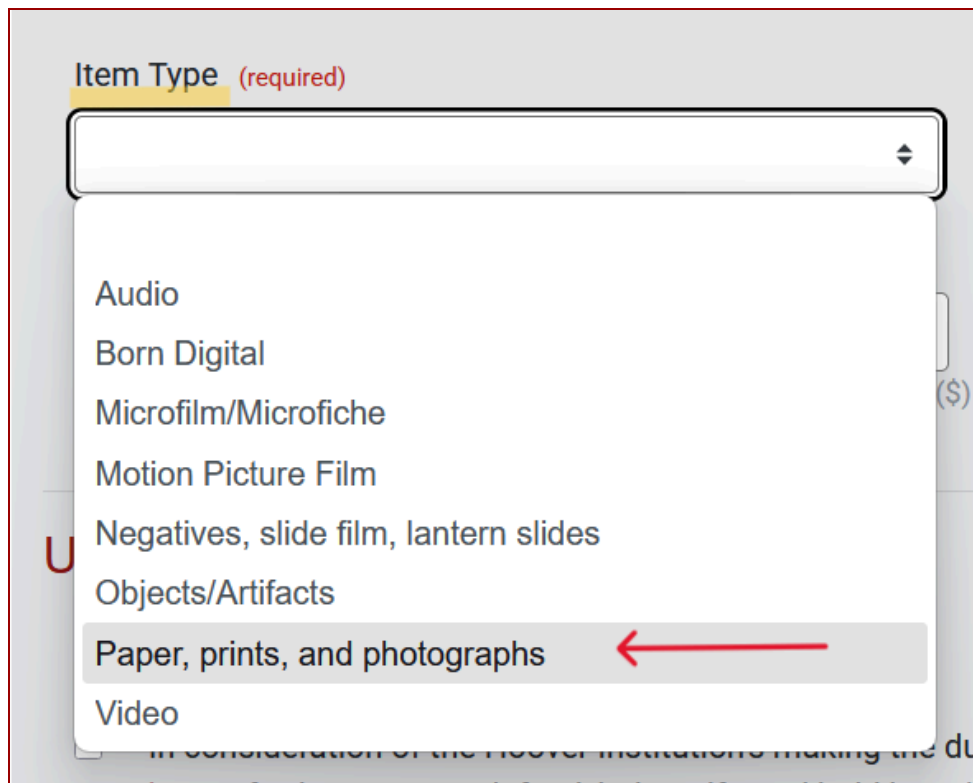


Description of Items to be Reproduced (required)

Volume 1, 1945

Additional citation information can be added as notes.

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



Item Type (required)

Audio

Born Digital

Microfilm/Microfiche

Motion Picture Film

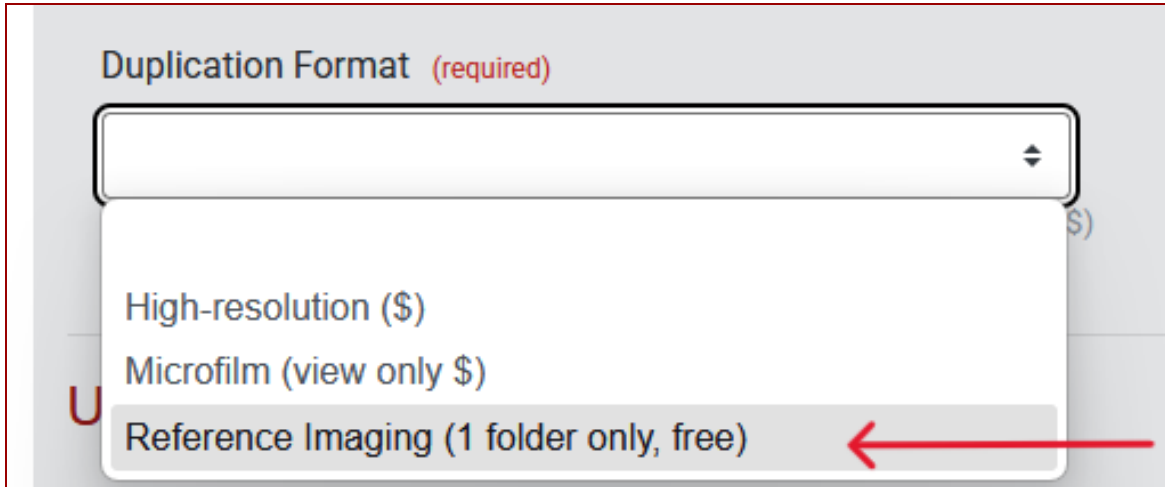
Negatives, slide film, lantern slides

Objects/Artifacts

Paper, prints, and photographs

Video

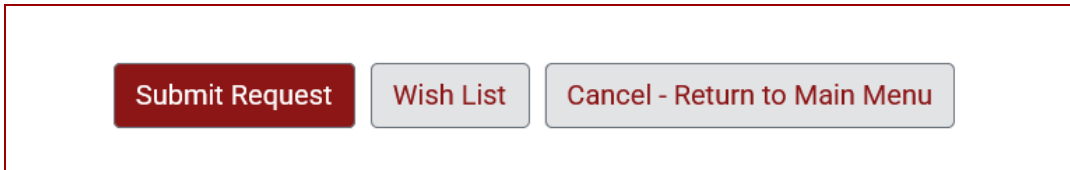
7) From the **Duplication Format** dropdown menu, select "**Referencing Imaging (1 folder only, free)**"



A screenshot of a web form. At the top, the text "Duplication Format (required)" is displayed. Below it is a dropdown menu. The menu is open, showing three options: "High-resolution (\$)", "Microfilm (view only \$)", and "Reference Imaging (1 folder only, free)". The third option is highlighted with a grey background. A red arrow points from the right towards the highlighted option. To the left of the dropdown menu, a red letter "U" is partially visible.

8) Read the [Conditions of Use Agreement](#) 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.



A screenshot of the bottom of a web page. It contains three buttons arranged horizontally. The first button is dark red with white text and says "Submit Request". The second button is light grey with dark grey text and says "Wish List". The third button is light grey with dark grey text and says "Cancel - Return to Main Menu".

# Check your Aeon Order Status:



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

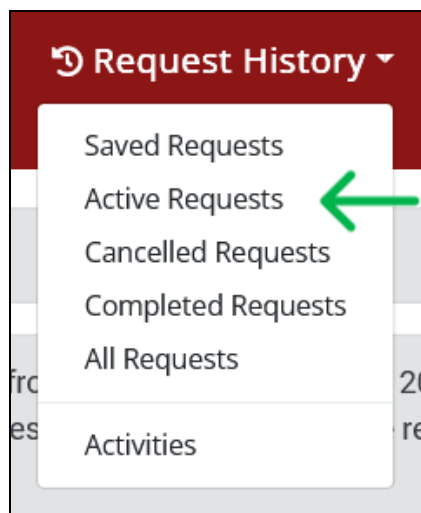
<https://hoover.aeon.atlas-sys.com/Logon.html>



🏠 Main Menu   ➕ New Requests ▾   📅 Reservations   📄 Duplication Orders ▾   ⌚ Request History ▾   🔍 Search   👤 My Profile ▾   🚪 Logoff

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.

### Outstanding Requests

[Dateline World War 1; facsimile reproductions of major stories from newspapers of the day.](#)

Transaction Number **189459**  
Call Number **D505 .D232 F**

 Details

Actions ▾

Item Status **Request Submitted**  
Order Status **In Digitization**

### 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](mailto:hooverarchives@stanford.edu)).  
Thank you for submitting your request!