



Requesting Copies and Digital Images through Aeon for materials in the online catalog.

1. Go to requests.newberry.org and click on first time user. If you have already created an account skip to step 5.
2. On this page is listed our policies and guidelines. Scroll to the bottom of the page and click on register.
3. This is our new online registration form. Anything marked with a red "*" is required. After filling out the form, click "Submit".
4. The new page that opens is your Newberry account page. From here you'll be able to see all requests you have made, all orders you have placed, and will be able to download the images you requested.
5. Now you can place your order.
6. Go to Library Catalog on the upper left side of the screen. Please note: you can also make requests by going to our catalog through our website.
7. After searching the catalog, when you locate an item, click on item and that will open up its record.
8. Scroll to the bottom of the catalog record page and select Request.
9. This will open up our request form. At the top, right side of the page, you will see a box that says Switch to Photoduplication Order Form. Click on this button.
10. The form changes to our Photoduplication form.
11. Again, everything with a red "*" is required. You'll need to put the pages you need in the "Inclusive Pages" field (e.g. Title page, 10-16). In the "Page Count" field, provide the number of pages (e.g.8).
12. In the "Format Field", select type of reproduction (e.g. pdf, .jpg, .tiff).
13. In the Shipping Field, select "download".
14. Service Level, select whatever is appropriate. If you plan to publish these images, you'll want to select the "For Publication" box. You can also put notes in the Special Requests and Notes fields. After these fields have been filled in, you'll hit Submit Request.
15. From here, it will take you to a generated invoice. You'll need to approve this invoice by clicking on the box in the column marked "TN" (the first column) and click "Submit Information". Once payment is made by check or credit card, the staff will begin processing your order.
16. From here you'll be able track the status of the request, etc. from within your Aeon account.

The screenshot shows a web browser window with the URL <http://requests.newberry.org/aeon.dll>. The page title is "illinois death index". The form is divided into several sections:

- Place of Publication:** London
- Publisher:** Published by J. M. Dent & Co. ;
- Date:** [1907]
- Edition:**
- Location:** Special Collections
- Call Number:** Melville PS2384 M6 1907
- Volume/Box:**
- Folder:**
- Issue/Copy:** 1
- Restrictions:**
- Request for:** Schoblosky, Lisa
- Inclusive Pages:** title page or copyright page, 15-27
- Page Count:** 14
- Format:** PDF (Research Quality)
- Shipping:** Download
- Service Level:** Standard
- For Publication?**
- Project Description:** for my research
- Special Requests/Questions?** I need the title page only if it has the copyright date
- My Notes:**

At the bottom of the form are three buttons: "Submit Request", "Clear Form", and "Cancel - Return to Main Menu".