



Requesting Copies and Digital Images through Aeon for materials in Finding aids

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 Finding Aids link located on the upper left side of the screen. Please note: you can also make requests by going to the "Manuscript Ephemera" catalog through our website.
7. When you locate the Finding Aid to the collection of interest, click on the "request materials" button located at the top right of the inventory.
8. Check either boxes and or folders from which you would like to request images.
9. At the bottom of the inventory, click on the button next to "Request Photoduplication Order".
10. Complete the rest of the form with your order information and click Submit Request.
11. Your next screen will be a summary of your request and will confirm that your order has been placed. A Newberry staff member, after reviewing your request, will contact you by email with an invoice and estimate.
12. Once you receive the invoice, you'll need to approve it by clicking on the box in the column marked "TN" (i.e. Transaction Number, the first column) and pay by check or credit card before the staff can begin processing your order.

File Edit View History Bookmarks Tools Help

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https://requests.newberry.org/Aeon.dll?Action=10&Form=31&Value=http://mms.newberry.org/xml/xml_files/Brickman.xml

Most Visited Getting Started Latest Headlines PD ordering

<input type="checkbox"/> Small Society - daily and Sunday proofs, 1979	Box 3 Folder 19
<input type="checkbox"/> Small Society - daily and Sunday proofs, 1980	Box 3 Folder 20
<input checked="" type="checkbox"/> Small Society - daily and Sunday proofs, 1981	Box 3 Folder 21
<input type="checkbox"/> Small Society - daily and Sunday proofs, 1982	Box 3 Folder 22
<input checked="" type="checkbox"/> Small Society - daily and Sunday proofs, 1983	Box 3 Folder 23
<input type="checkbox"/> Small Society - daily and Sunday proofs, 1984	Box 3 Folder 24
<input checked="" type="checkbox"/> Small Society - daily and Sunday proofs, 1985	Box 3 Folder 25

Common Request Information

Note: The notes will be used for all of the submitted requests.

Special Requests/Questions?
Please enter any special requests or questions for library staff.

My Notes
Enter any notes about this request for your personal reference.

Schedule Retrieval
 Keep for My Review
 Request Photoduplication Order

*Inclusive Pages
6

*Format
PDF (Research Quality)

*Shipping
Download

*Service Level
Standard

For Publication?

*Project Description
For research

Submit Request Clear Form Cancel - Return to Main Menu

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