Requesting a Copy/Scan from Special Collections

1. When you have found a Special Collections item that interests you and you would like to have a copy, you may be able to scan the material for yourself using the book scanner in the Special Collections Reading Room. If you prefer that we make the scans for you or if you are not able to come to campus, you can place a copy/scan request using the reader request system, Aeon.

From Library Search:
When you make a request from the Library Search and login to your Aeon account, the form will be automatically filled in. To change the request to a copy/scan order, click the CHANGE REQUEST link.

Your request will become a NEW COPY/SCAN ORDER. Information for the item will move into this form. At the bottom of the form is the Copy/Scan Order Specifications section. Complete as much of this as you can, such as the format in which you want the copy (e.g., pdf, jpeg), and click the Submit Request button. Note that there is a Copyright message included on this form. Not all materials in Special Collections may be copied, especially if they are for publication.
**From CCDL:**
When you make a request from the CCDL, choose **Request Copy** from the Aeon Request menu.

That link will take you to the NEW COPY/SCAN ORDER form, which will be filled in automatically. See above for more information in completing that form.

**From OAC:**
When you make a request from the OAC, the copy/scan request section is found at the bottom of the form where you identify the archival items you want. Be sure to choose the Request Copy/Scan Order and provide as much information as you can about your request.
2. Whether you are requesting copy/scans of items found using Library Search, CCDL, or OAC, once you submit the request, you will receive an **estimated cost** for your order. Finalize your request by checking box next to your request in the TN column and click **Submit Information**.

3. Once you submit the request, you will see a blue confirmation message in the Special Collections header at the top of the screen.

4. Special Collections will process your request. If we have any questions, we will contact you by email. Once we have processed the request and determined the exact cost, you will receive an invoice by email. You may pay by credit card or by check.

   Login to Aeon to approve the invoice and pay for your copies. You must pay the invoice before the copy/scan order can be completed.

   To pay by check, check the box next to the item in the TN column, then click "Approve Orders." To pay by credit card, check the box next to the item in the TN column, then click "Pay Now."