How to Request Microfilm from Special Collections in Labor History & Workplace Studies at the University of Maryland

All records transferred to our collections from the George Meany Memorial Archive (AFL-CIO) must be requested manually following these instructions. See instructions for paper materials here.

1. Log in to your UMD Special Collections Aeon account online at aeon.lib.umd.edu

2. Click on “Manual Request” under the “Submit Request Via” section on the left hand side of the page.

3. Enter the title of the microfilm collection
   You can find the title of the collection in the collection’s Finding Aid or in the Guide to Collections.
   *Note: Always type “AFL-CIO” before the collection title.

4. Enter the series number (if there is one) into the series field
   *Most microfilm collections do not have a series number

5. Choose the library you plan to visit from the drop-down menu
   *Note: For AFL-CIO materials, always choose “Maryland Room” from the listed options.
6. **Enter the collection’s call number**

The call number is the collection’s Micro number (M) preceded by “2014-001-.”
You can usually find the Micro number in the header of the Finding Aid or in the description in the Guide to Collections.

![Call Number](call_number.png)

7. **Enter the reel number that you would like to see**

The reel number will be indicated in the finding aid inventory.
*Please make an individual request in Aeon for each individual reel.*

![Volume/Box](volume_box.png)

8. **Select your name in the “Request For” drop-down menu**

![Request for](request_for.png)
9. Choose between “Schedule Retrieval” or “Keep for My Review”
   If you choose to schedule retrieval, we’ll pull your requested materials prior to your visit.
   If you choose to keep for review, we won’t pull your materials until you approve your request.

10. If you chose to schedule retrieval, select the earliest date you plan to research at UMD

   ![Calendar Input Field]

11. Click on “Submit Request” at the bottom of the page
   After clicking submit, your request is finished!
   You should be able to see your request by clicking on “Outstanding Requests” on the left side of the page.

12. To request more than 1 reel, please submit separate requests for each reel.

Any Questions?

Contact us online at [http://www.lib.umd.edu/special/contact/home](http://www.lib.umd.edu/special/contact/home)

OR

By phone: (301) 405-9212