

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

All boxes transferred to our collections from the George Meany Memorial Archive (AFL-CIO) must be requested manually following these instructions.

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 collection
You can find the title of the collection in the collection’s Finding Aid or in the “Part of Record Group (name)” field if your archive contact sent you a spreadsheet.
*Note: Always type “AFL-CIO” before to the collection title.

Aeon

*Title

Finding Aid

The George Meany Memorial Archives
Descriptive Inventory

Record Group 1: Office of the President
Collection Number: RG1-038
Collection Title: Office of the President. George Meany Files, 1940-1980

4. Enter the series number (if there is one)
You can usually find the series in the header of the box list located in the Finding Aid or in the “Part of Record Group (name)” field if your archive contact sent you a spreadsheet.

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Series

Finding Aid

Record Group 1:Office of the President
RG1-038Office of the President. George Meany Files, 1940-1981

Series 1: International and National Union Correspondence, 1948-1980

Box/FolderTitle/Contents

1/1Actors and Artistes of America, Associated, 1961-1965
1/2Actors and Artistes of America, Associated, 1965-1968
1/3Actors and Artistes of America, Associated, 1968-1979

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.

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* Library Maryland Room ▼

Library location listed in catalog/finding aid.

6. Enter in the collection's call number

The call number is the collection's Record Group (RG) number preceded by "2014-001-"
You can usually find the Record Group number in the header of the Finding Aid or in the "Part of a Record Group (name)" field if your archive contact sent you a spreadsheet.

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* Call Number

Finding Aid

Record Group 1:Office of the President
RG1-038Office of the President. George Meany Files, 1940-1981

Series 1:International and National Union Correspondence, 1948-1980

Box/FolderTitle/Contents

1/1Actors and Artistes of America, Associated, 1961-1965
1/2Actors and Artistes of America, Associated, 1965-1968
1/3Actors and Artistes of America, Associated, 1968-1979

7. Enter the box or volume number that you would like to see

The box or volume number will be indicated in the Finding Aid or in the "Box/Folder/Catalog number/MSS number" field if your archive contact sent you a spreadsheet.
If you are interested in a microfilm collection, write the reel number in this field (ex. "reel 1").
*Note: We only pull boxes, so you don't need to indicate which folders you're interested in.

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Volume/Box

Finding Aid

Record Group 1:Office of the President
RG1-038Office of the President. George Meany Files, 1940-1981

Series 1:International and National Union Correspondence, 1948-1980

Box/FolderTitle/Contents

1/1Actors and Artistes of America, Associated, 1961-1965
1/2Actors and Artistes of America, Associated, 1965-1968
1/3Actors and Artistes of America, Associated, 1968-1979

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

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*Request for

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

Click on the red calendar icon to choose a date.

If you chose to keep for review, you will not be required to choose a date.

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*Click in the field to the right to bring up a calendar and use it to indicate the date you plan to visit. 

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.

*To see what a completed form should look like, see Figure 1 below.

Any Questions?

Contact us online at <http://www.lib.umd.edu/special/contact/home>

OR

By phone: (301) 405-9212

Figure 1

New Request

* Indicates required field

[Switch to Reproductions Order](#)

Enter information below and press the **Submit Request** button to send.
You currently have 15 active requests from your available limit of 15.

Describe the item you want

*Title	AFL-CIO. Office of the President. George Meany Files, 1940-1980.
Author/Creator	
Series	Series 1
Place of Publication	
Publisher	
Date	
Edition	
Catalog Record ID	
*Library	Maryland Room
<small>Library location listed in catalog/finding aid.</small>	
*Call Number	2014-001-RG1-038
Volume/Box	Box 1
Issue/Copy	
Restrictions	
*Request for	John Smith
Special Requests/Questions?	
<small>Please enter any special requests or questions for library staff.</small>	
My Notes	
<small>Enter any notes about this request for your personal reference.</small>	
<input checked="" type="radio"/> Schedule Retrieval	
<input type="radio"/> Keep for My Review	
*Click in the field to the right to bring up a calendar and use it to indicate the date you plan to visit.	01/23/2015

Submit Request **Clear Form** **Cancel - Return to Main Menu**