

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.

The image shows two parts of the Aeon interface. The top part is a search field labeled 'Aeon' with a red asterisk and the word 'Title'. The text 'AFL-CIO. International Affairs and International Affiliations (1949-1967)' is entered in the field. The bottom part is a 'Finding Aid' entry for 'George Meany Memorial Archives' with 'Micro 031' on the right. The title 'International Affairs and International Affiliations (1949-1967)' and '5 reels' are highlighted with a red box. A red line connects the top of the red box in the Finding Aid to the bottom of the red box in the search field.

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.

The image shows a search field labeled 'Aeon' with a red asterisk and the word 'Library'. Below the field is the text 'Library location listed in catalog/finding aid.'. To the right of the field is a dropdown menu with 'Maryland Room' selected and a downward arrow.

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.

Aeon *** Call Number** 2014-001-M31

Finding Aid **George Meany Memorial Archives** **Micro 031**
International Affairs and International Affiliations
(1949-1967)
5 reels

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.

Aeon **Volume/Box** Reel 1

Finding Aid **Reel No.**
1. ICFTU Meetings, 1949-1955
2. ICFTU and Foreign, 1949-1955

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

Aeon *** Request for** John Smith


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

Aeon

* 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.

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>

OR

By phone: (301) 405-9212