The Big Picture:
Implementing Aeon in a Large-Scale Multi-Repository Environment

May 21, 2018
In the beginning (i.e. 2010)...

there were six libraries.
Now there are twelve libraries (and Imaging Services).
In the future (i.e. 2019), there will be seventeen libraries.
AEON AT HARVARD

Houghton Library
Houghton Library Harvard Yard,
Harvard University Cambridge, MA
02138

Harvard Law School Historical & Special Collections
1545 Massachusetts Avenue
Cambridge, MA, 02138

Baker Library Special Collections
120 Baker Library, Bloomberg Center,
Soldiers Field Road, Boston, MA 02163
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• Staff of 45
• 600,000 volumes of printed books, 40,000 linear feet of archives and manuscripts (6,000 + collections), and millions of photographs, posters, printed ephemera, and 3-D objects
• 15,502 items circulated in the reading room in FY 17
• 1,797 researchers and 4,996 reading room visits in FY 17
• 329 classes and 2,748 students at Houghton in FY 17
• 2,786 virtual reference transactions in FY 17
• 1,922 reproductions orders in FY 17
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Implemented Aeon in September 2010

• Researcher Registration
• Reading Room Management and Security
• Reading room circulation and routing of collections between library units (from the stacks, to conservation, to tech services, etc.)
• A variety of “activities” (classes, exhibitions, large-scale digitization)
• Reproductions (in-house and those sent to the Harvard Library Imaging Services Lab)
Benefits of Implementation and Continued Use

• User demographics
• Data on reading room visits and use
• Collections use and collections management
• Streamlined workflows (and less paper!)
• Improved communication
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Harvard Aeon Expansion Benefits Everyone!

• Opportunities to reassess and change policy
• A more unified and collaborative special collections community at Harvard
• A more unified, consistent, and improved patron experience at Harvard special collections
AEON AT LAW HSC (but still at Harvard!)

Harvard Law School Library’s Historical & Special Collections (HSC)

We are going live June 1!
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• A unit of the Harvard Law School Library
• HSC = staff of six. HLS Library = staff of ~85
• With 2 million+ volumes, the largest academic law library in the world
• 300,000+ rare law books & early manuscripts; 8,000+ LF manuscript collections in all formats; 40,000+ law-related visual images (portraits, photographs, drawings, statues and busts); historic institutional materials; the “Red Set.”
• HLSL serves students, faculty, & the larger scholarly community. HSC's primary users are scholars from around the world.
More About HSC – FY17 Statistics

• HSC was contacted 846 times for reference & research assistance
  • 345 (41% of the total) contacts were from Harvard affiliates, including alumni
• 142 researchers made 317 visits to HSC's reading room
  • 69 (49% of the total) were Harvard affiliates; 44 (31% of the total) were HLS affiliates
  • Reading Room researchers consulted Modern Manuscripts (210), Rare Books (46), and Red Set (HLS institutional history) items (40) most frequently
• 13 exhibits, 5 class visits, 11 tours
• 148 reproduction/imaging requests
Within HSC, we are most excited about using Aeon to replace numerous tracking systems and consolidate our workflows

- Current spreadsheets: Reading Room, Harvard Depository, Conservation, Digitization, Exhibits, General Tracking (offices, etc.)
- Not to mention the fun in the reading room: Registration form, Digital camera policy, Record of digital images, Reproduction request, … and Request cards for every item they want to see
- After we go live: Aeon
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- Externally, we have appreciated the opportunity to revisit policies in light of what other Harvard repositories are doing
  - We revised ... photoduplication policy
  - We kept ... reading room by appointment only
Dear Fake Patron,

To see the item you requested:

Title: On the battlefield of merit : Harvard Law School, the first century,
Call Number: SPECR KF292.H34 C67 2015
Vol/Box/Folder/Item(s):
Library: LAW

you must make an appointment with the curatorial staff. In order to make an appointment, contact the holding library and reference transaction number 341334. Contact information for each library can be found on the Harvard Library Portal Web site http://library.harvard.edu/find-library.

Thank you!

Harvard Library
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Dear Fake Patron,

To see the item you requested:

Title: On the battlefield of merit: Harvard Law School, the first century,
Call Number: SPECRF292.H34 C67 2015
Vol/Box/Folder/Item(s): 
Library: LAW

you must make an appointment with Historical & Special Collections. Please fill out an appointment request form, <http://bit.ly/hscappointment>, and include a reference to HOLLIS Special Request transaction number 341334.

Thank you!

Harvard Law School Library, Historical & Special Collections

Access your HOLLIS Special Request account at https://aeontest.hul.harvard.edu/

@HarvardLibrary
library.harvard.edu
Reading Room Appointment Request

Historical & Special Collections
specialc@law.harvard.edu
(617) 495.4550

Please provide the following information to schedule an appointment in the Historical & Special Collections reading room, the Root Room. Material must be requested in advance; appointments for rare or manuscripts and visual materials require two business days advance notice; all other materials may be requested one business day in advance.

Appointments may be scheduled Tuesday-Friday between 10am and 5pm. Please check our website for special hours and closings.

Please understand that submission of this form does not guarantee your requested appointment time will be available. A member of Historical & Special Collections will contact you to confirm your appointment and request additional information if necessary.

On June 1, HOLIS Special Request goes live at Harvard Law School Library's Historical & Special Collections. All researchers will register and request material through HOLIS Special Request.

Contact Information
So far, Aeon has:

• Given us the flexibility to keep the local practices we need

• Nudged us all in the direction of standardization – a benefit to our researchers

• Given us the tools to gather a standard set of data to learn and tell the story of what we do

• Still TBD ... details of our workflows. How will we map discrete processes into an item-based workflow? And who will do the work?
About Baker:

• 12 full-time staff
• 150,000+ rare books, 55,000 print materials produced by HBS faculty, 28,000 corporate reports, 2,700+ manuscript and archival collections totaling 50,000 linear feet
• Dual function as archives of the School and manuscript repository
• Special Collections serves Harvard students, faculty, and staff as well as the external research community. SC’s main audience is HBS faculty and administrators.
FY17 Stats:

• Special Collections had 2,077 reference interactions
  • Slightly over half of our reference requests are from the Harvard Community (~52%)
  • Of these Harvard-based requests, approximately 70% are from HBS

• 393 researchers made 1,071 visits to the de Gaspé Beaubien reading room
  • 87 (22% of the total) were Harvard affiliates; 124 (32% of the total) were HBS affiliates; 181 (46%) were unaffiliated with Harvard

• 250 reproduction/imaging requests
Welcome to Harvard – everything is changing!

• Nearly simultaneous launch of new interfaces and platforms for library website, catalog, collection guides, and requesting
• Longstanding policies in need of review
• Shift toward emphasis on digitization and born-digital materials
Participation in Aeon expansion

- Launching February 2019
- History of independent projects
- Desire to maintain autonomy
Repository-specific considerations

- Restricted content
- Contemporary collections
- Collections with additional application procedures
  - Archives application
  - R.G. Dun application
  - Other collection applications
- Forms
  - Microfilm agreement
  - Digital content agreement
  - Digital camera agreement
  - Reproduction form

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Aeon as an opportunity

• Leverage for enacting change
• Network of colleagues from whom we can learn
Project Priorities

- Collection control
- Reporting on collection use
- Project management
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Using ArchivesSpace for Aeon prep

• Barcodes
• Locations
• Creating multiple top containers for material in different formats
• Collection codes
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<table>
<thead>
<tr>
<th>Resource/Accession</th>
<th>Series</th>
<th>Container Profile</th>
<th>Indicator</th>
<th>Barcode</th>
<th>Current Location</th>
<th>ILS Holding ID</th>
<th>Restricted?</th>
<th>Exported to ILS</th>
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Integration while maintaining a distinct identity
Presenters:
Karen Beck, Harvard Law Library
Kate Donovan, Houghton Library
Heather Oswald, Baker Library
Marilyn Rackley, Harvard Library

Maps and Library Images from Google Maps