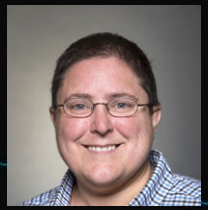
Implementing and Utilizing Aeon Amidst a Pandemic



Jenn Morris and Mattie Clear

MIT Libraries | Distinctive Collections

MIT Libraries

2021 Aeon Symposium

About the Department of Distinctive Collections (DDC)

Aga Khan Documentation Center

The Aga Khan Documentation Center of the MIT Libraries is a research center focused on the built environment of Muslim societies.

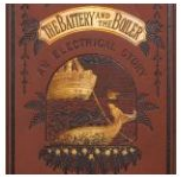
Institute Archives

The Institute Archives detail the activities of MIT and members of its community. The collections document MIT's administration, student groups, and more.

Manuscripts

Our Manuscripts collections focus on the history of science and technology and cover the fields of computer science, linguistics, engineering, and more.

Rare Books



Our Rare Books collection holds thousands of items with an expansive range covering foundational and fundamental scientific discovery and achievement.

Teaching Collection

The Teaching Collection includes tools and materials, old and new, which have been uniquely created and curated by staff, students, and artisans.

Visual Collections

The Visual Collections focus on a wide range of subject areas and topics, including art, architecture, urban studies, regional and city planning, and more.

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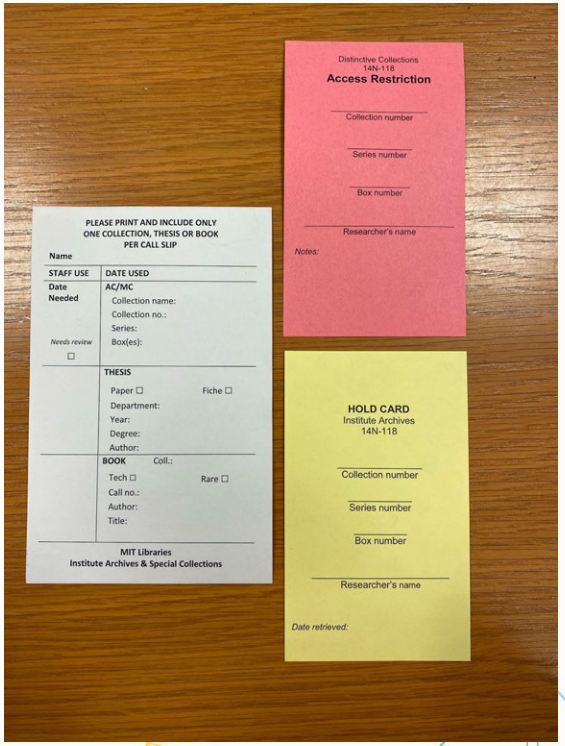
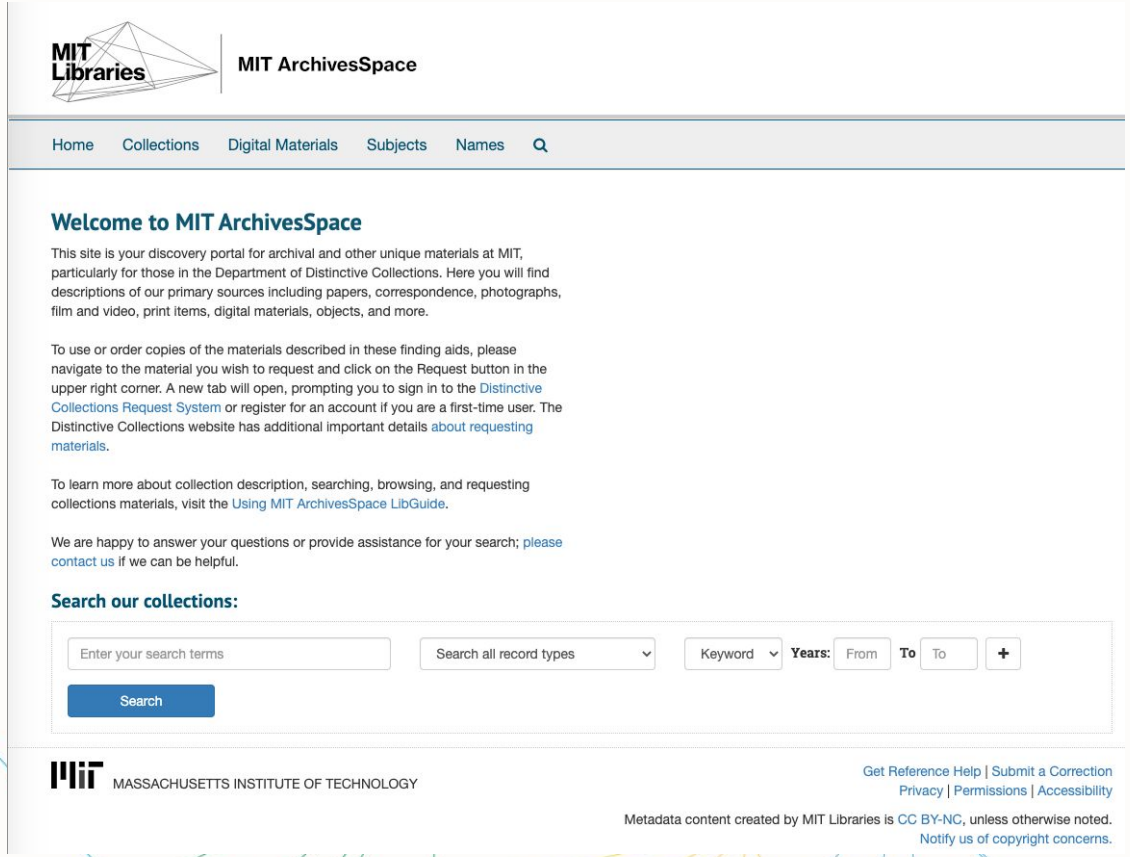
Pre-Aeon:General





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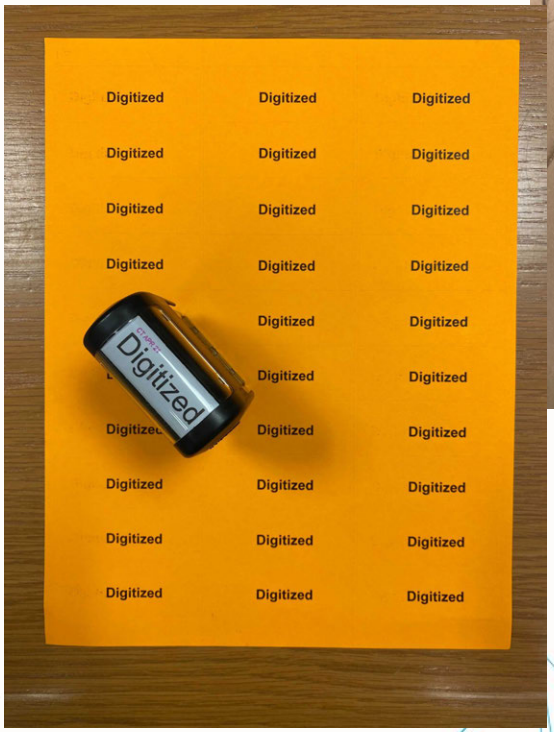
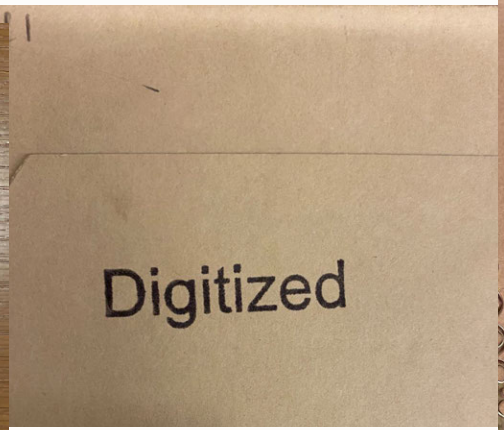
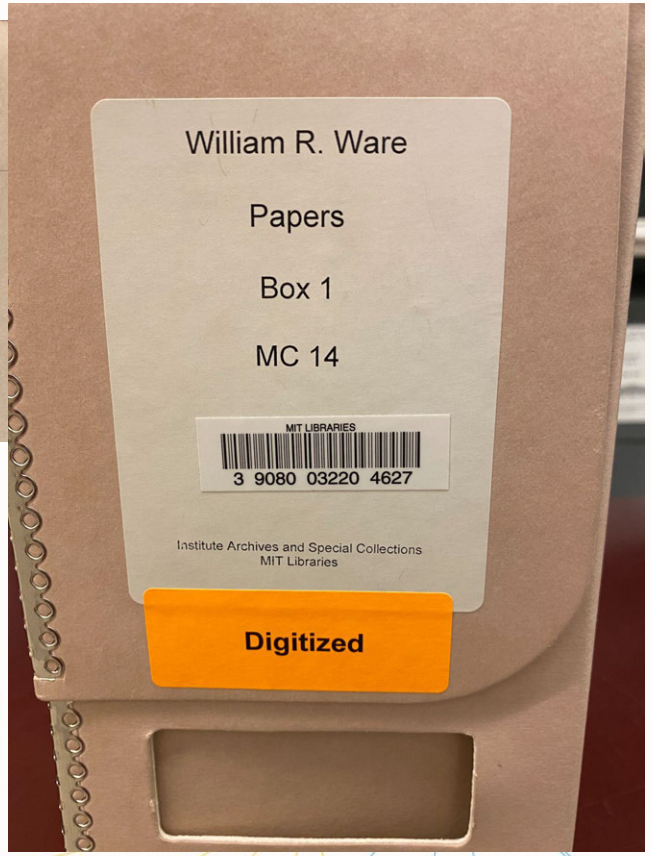
Pre-Aeon: Imaging Workflow







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Pre-Aeon: Quickbase

My Open Tasks

	Request Number	Request Phase	Task Option	Status	% Complete	Date Created
	2020_002RR_001	Deliver files	Deliver Files to IASC Submission	Not Started		09-11-2019 01:40 PM
	2020_035RR_003	Post Processing	Embed metadata	Not Started		03-05-2020 06:41 PM
	2020_035RR_003	Deliver files	Deliver Files to IASC Submission	Not Started		03-05-2020 06:41 PM
	2020_035RR_003	Quality Control	Perform full QC with documentation	Not Started		03-05-2020 06:42 PM

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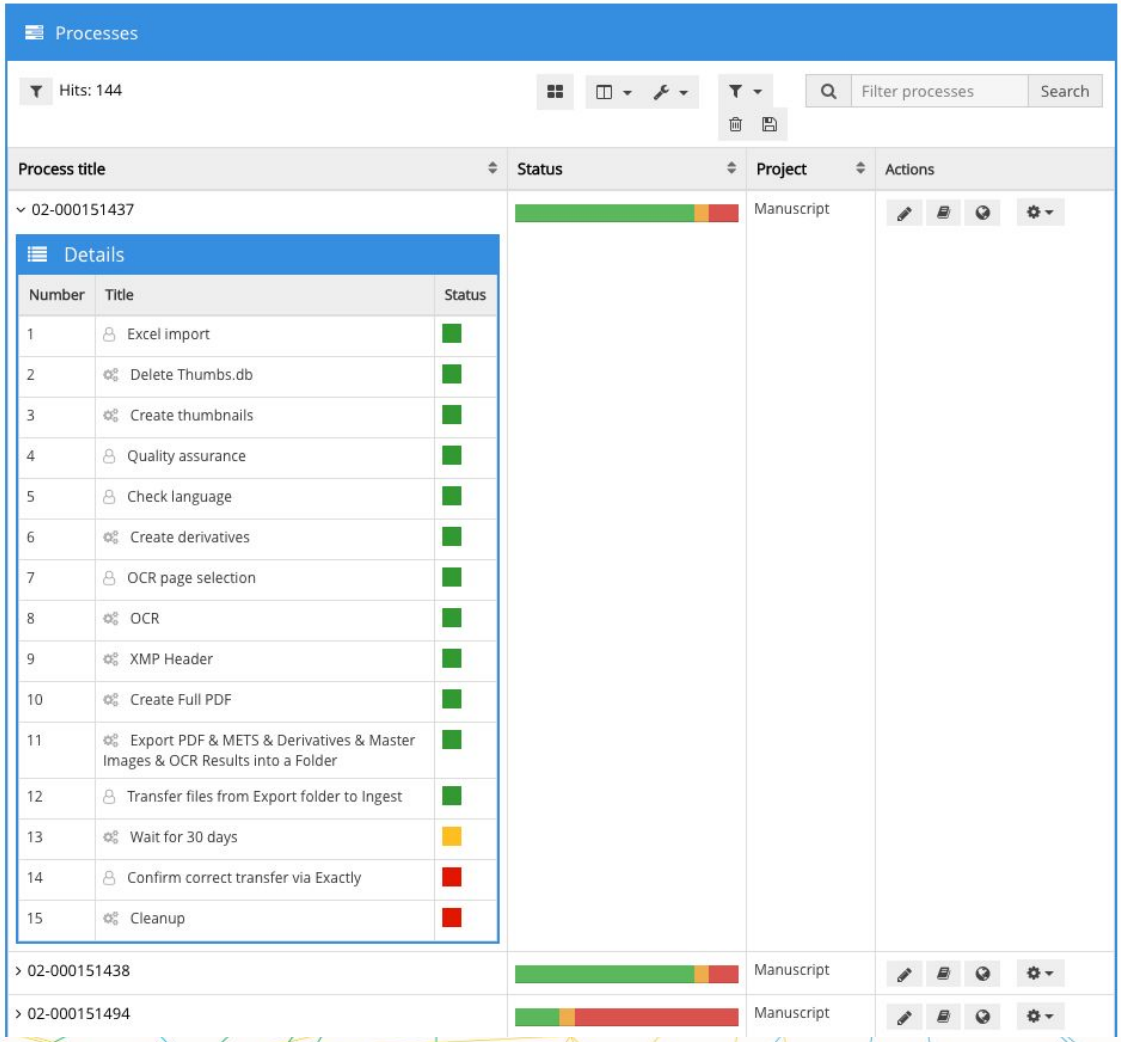
Pre-Aeon: Goobi



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Participants in Implementation

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Our Aeon Implementation Timeline

TASK UPDATE	
TASK	**Planned Completion**
System Configuration + Set up	12/27/2019
Patron Registration + Management	01/31/2020
Patron Request Process	2/28/20
Photoduplication Request Process	3/27/20
Integrations + Automated Requesting	5/29/20
Activity Management + Process	4/2020
Web Interface	3/27/20
Training Preparation	5/29/20
AEON Training w/ Atlas	6/24/20
AEON Go-Live	6/25/20
Staff and Patron Communication Planning + Execution	7/31/20
Project Close	7/31/20

MIT Libraries

March 13, 2020

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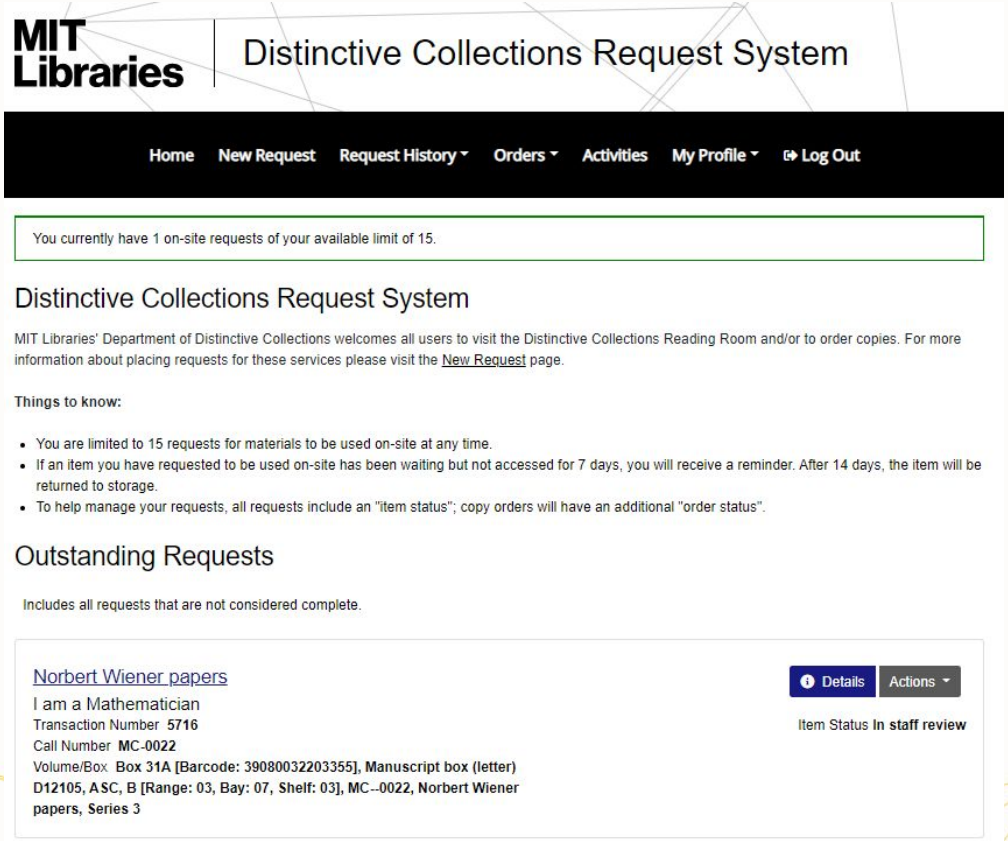
Our Strategy for Implementation



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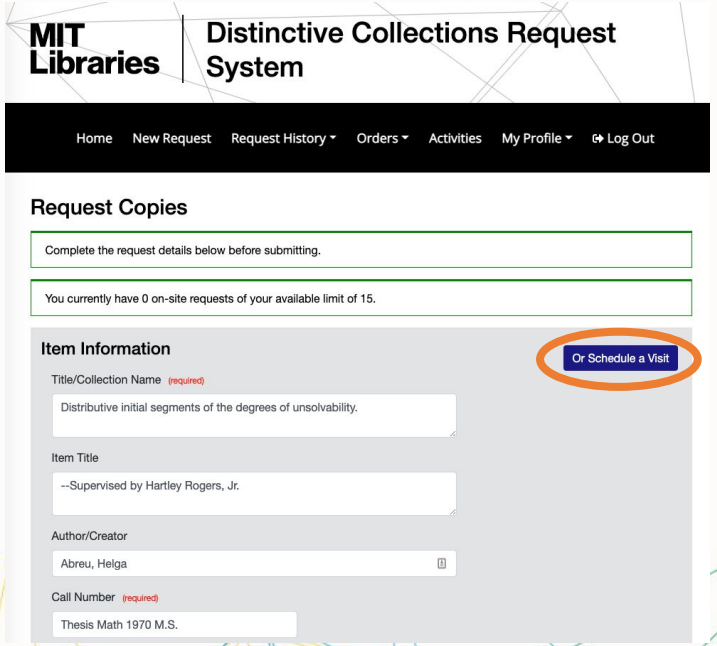
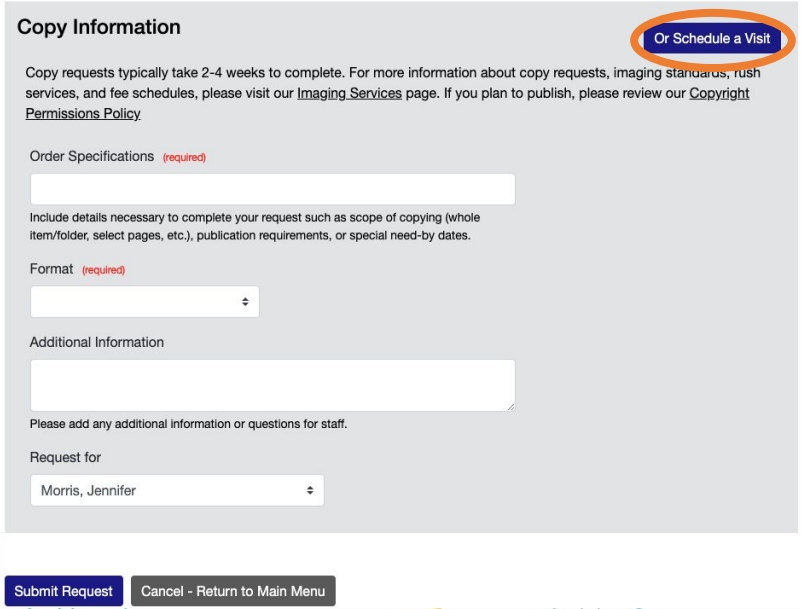
Our Strategy for Implementation





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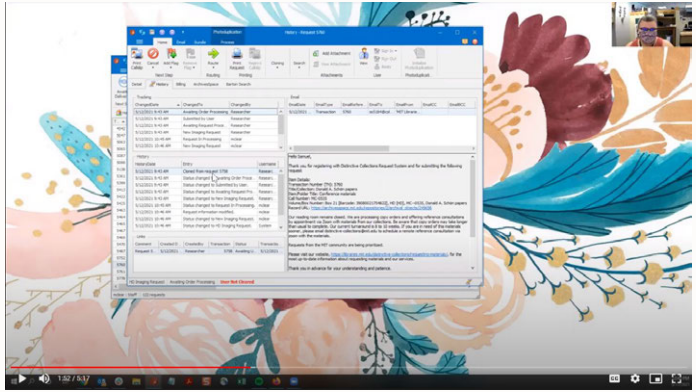
Our Strategy for Implementation



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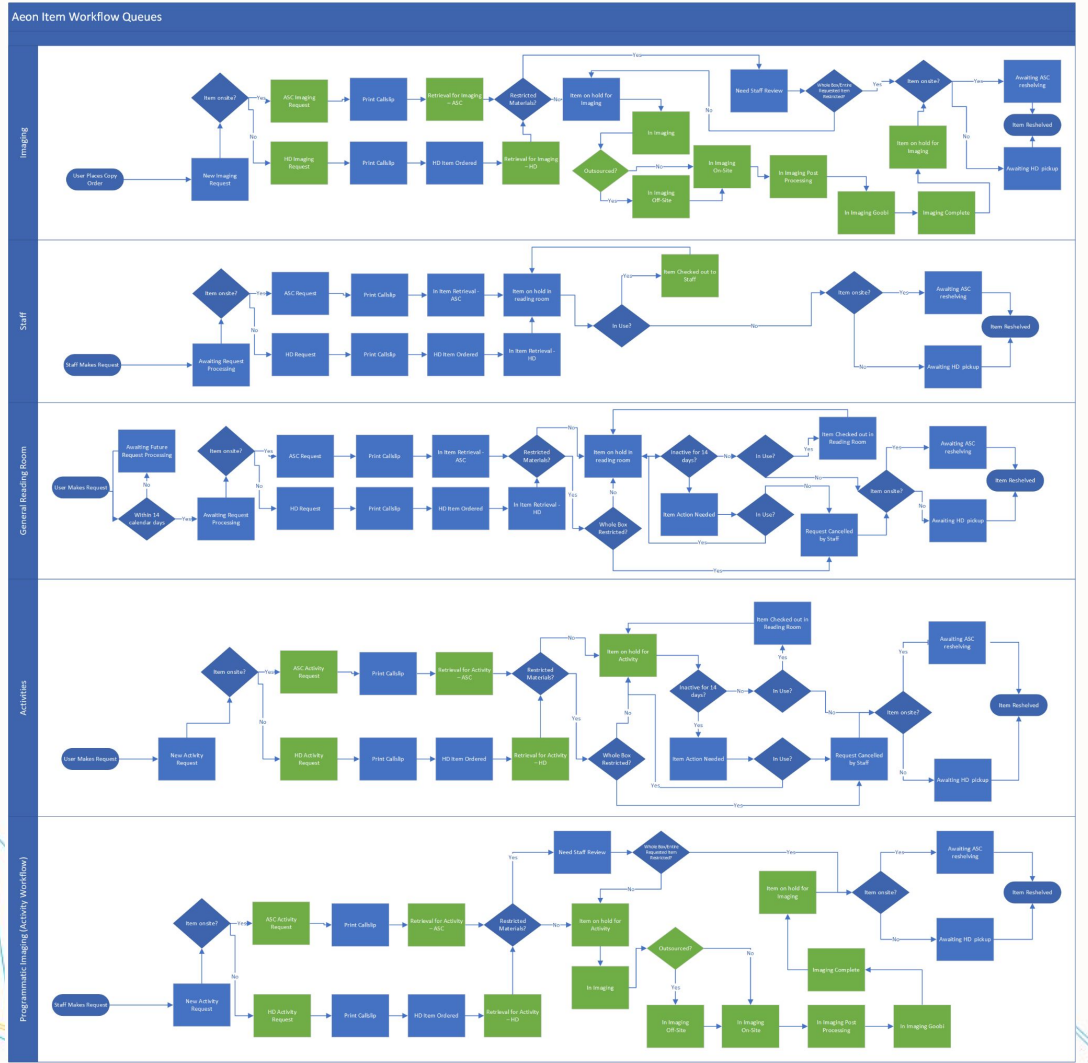
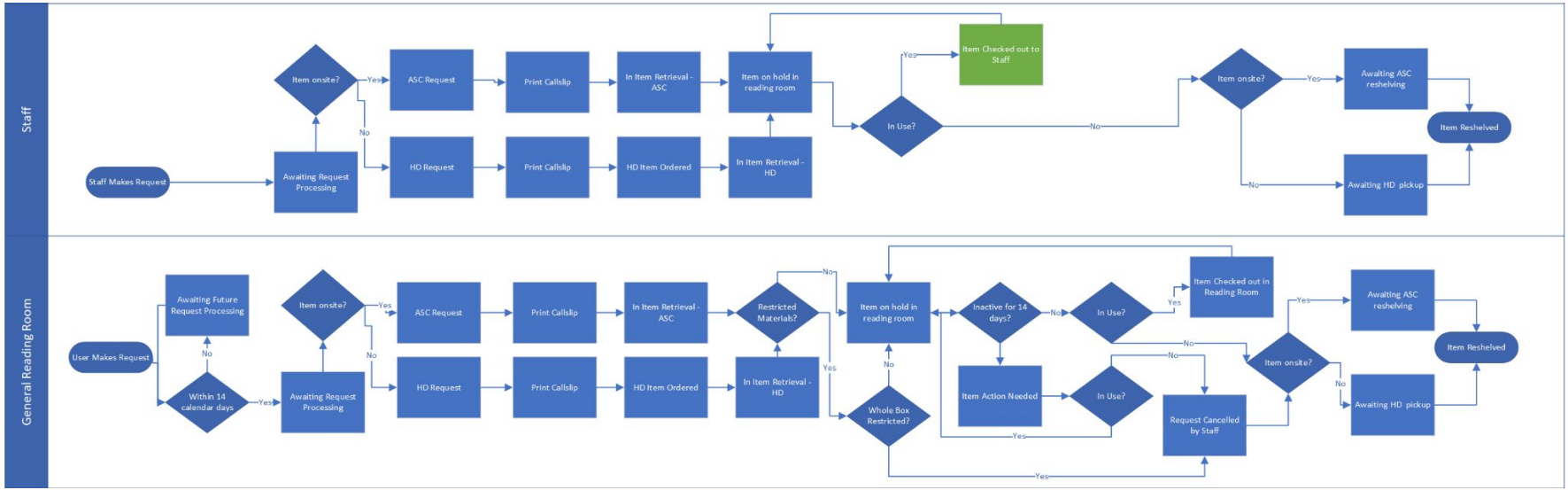


Workflows - General Reading Room & Staff



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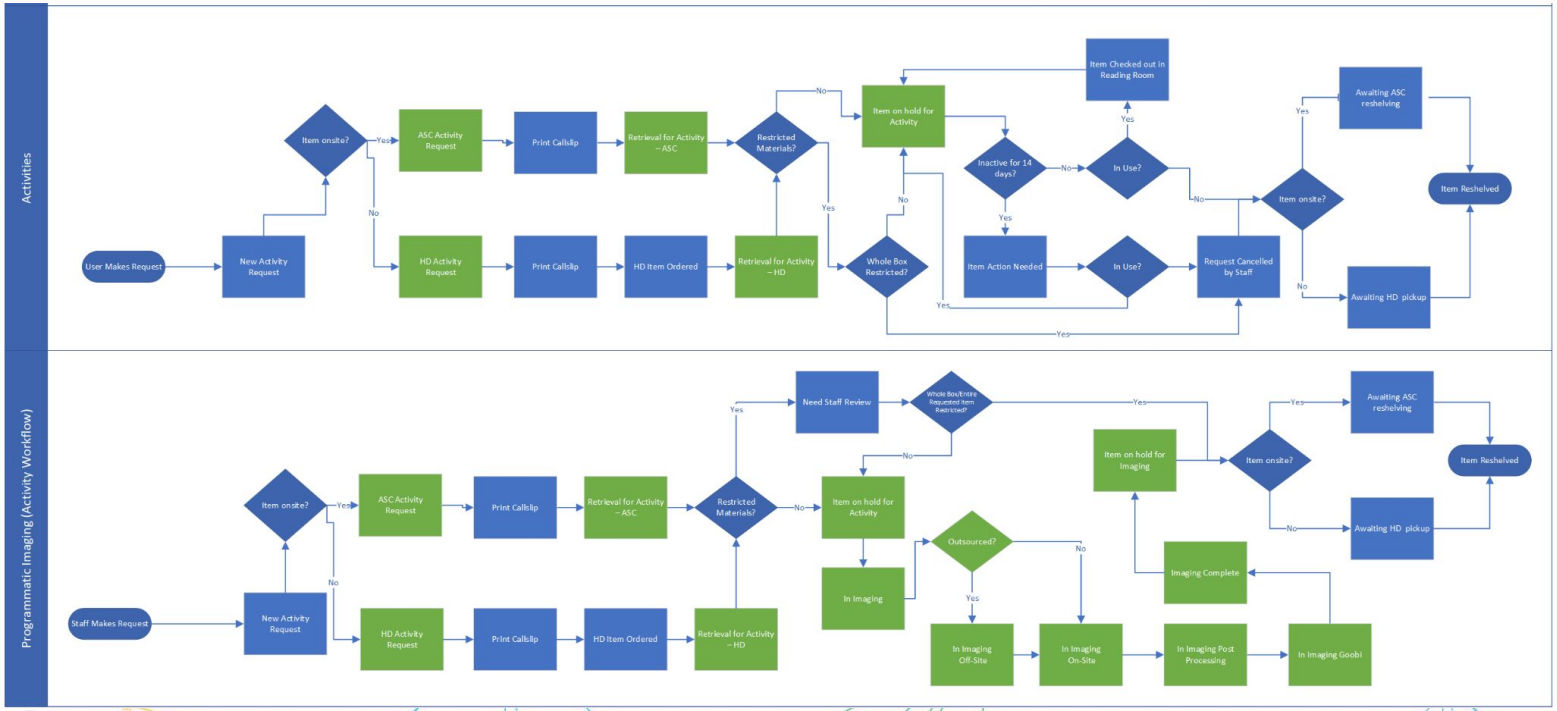
Workflows - Activities & Programmatic Imaging



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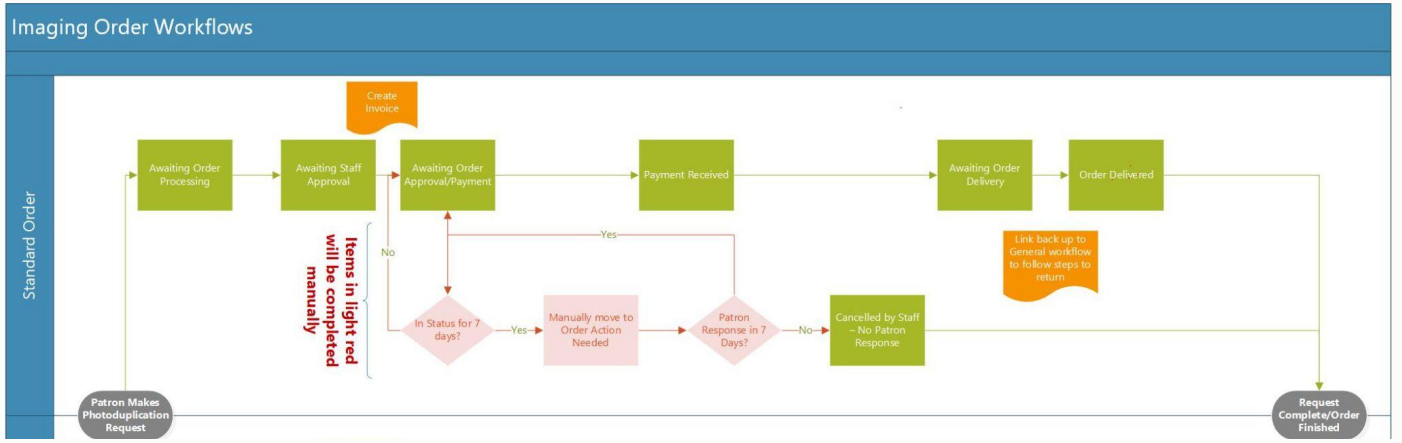
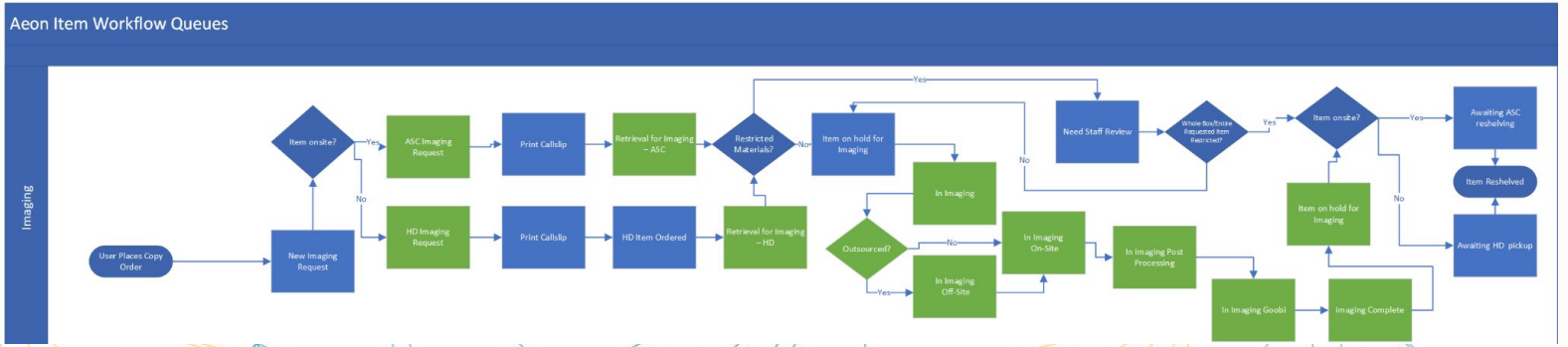
Our Strategy for Implementation

Imaging Requests (449 items)

- Awaiting Order Processing
- Awaiting Staff Approval
- Awaiting Order Approval/Payment
- Order Action Needed
- Payment Received
- Item on Hold for Imaging
- Imaging Complete
- New Imaging Request
- In Imaging
- In Imaging On-Site
- In Imaging Awaiting Goobi
- In Imaging Post Processing
- In Imaging Goobi





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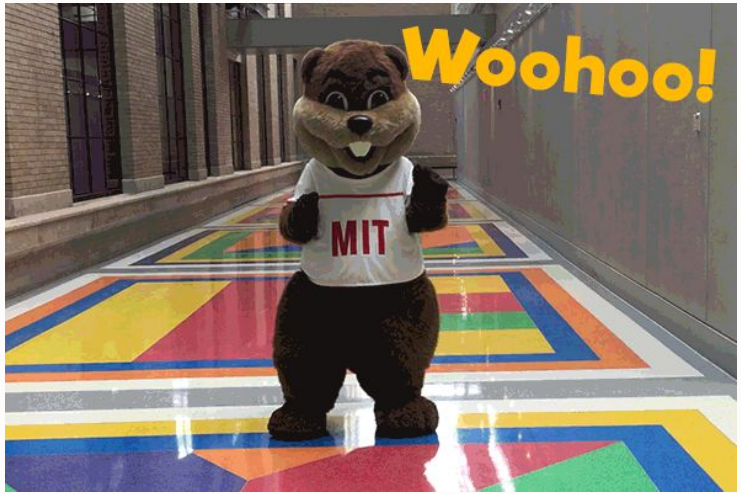
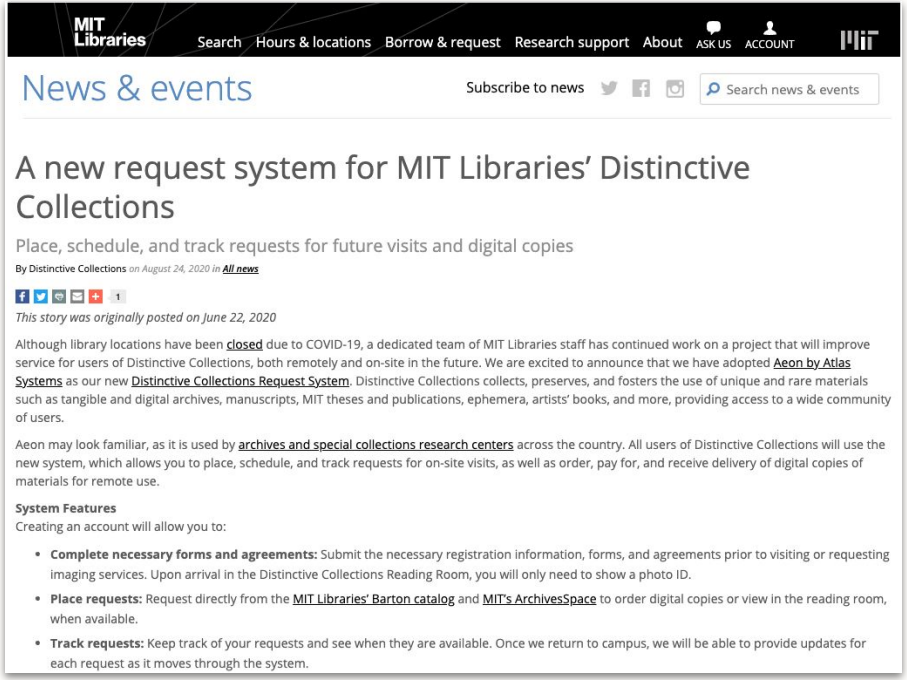
Launch Day!!





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News & events

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A new request system for MIT Libraries' Distinctive Collections

Place, schedule, and track requests for future visits and digital copies

By Distinctive Collections *on August 24, 2020 in* ***All news***

This story was originally posted on June 22, 2020

Although library locations have been closed due to COVID-19, a dedicated team of MIT Libraries staff has continued work on a project that will improve service for users of Distinctive Collections, both remotely and on-site in the future. We are excited to announce that we have adopted Aeon by Atlas Systems as our new Distinctive Collections Request System. Distinctive Collections collects, preserves, and fosters the use of unique and rare materials such as tangible and digital archives, manuscripts, MIT theses and publications, ephemera, artists' books, and more, providing access to a wide community of users.

Aeon may look familiar, as it is used by archives and special collections research centers across the country. All users of Distinctive Collections will use the new system, which allows you to place, schedule, and track requests for on-site visits, as well as order, pay for, and receive delivery of digital copies of materials for remote use.

System Features

Creating an account will allow you to:

- **Complete necessary forms and agreements:** Submit the necessary registration information, forms, and agreements prior to visiting or requesting imaging services. Upon arrival in the Distinctive Collections Reading Room, you will only need to show a photo ID.
- **Place requests:** Request directly from the MIT Libraries' Barton catalog and MIT's ArchivesSpace to order digital copies or view in the reading room, when available.
- **Track requests:** Keep track of your requests and see when they are available. Once we return to campus, we will be able to provide updates for each request as it moves through the system.

AEON Training w/ Atlas	6/24/20	6/24/20
AEON Go-Live	6/25/20	6/22/20
Staff and Patron Communication Planning	7/31/20	7/31/20

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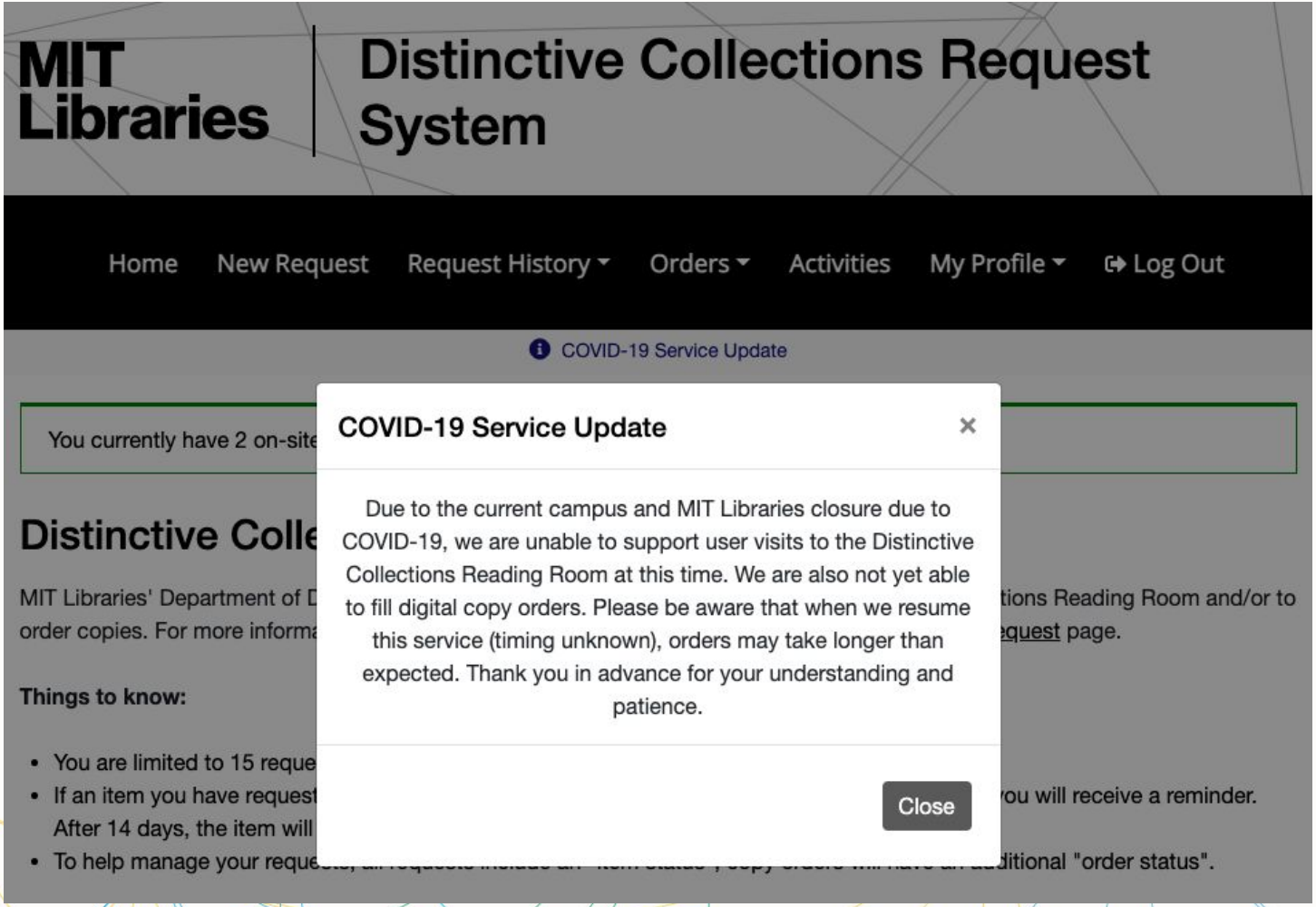
https://libraries.mit.edu/news/request-system/31097/

Launch

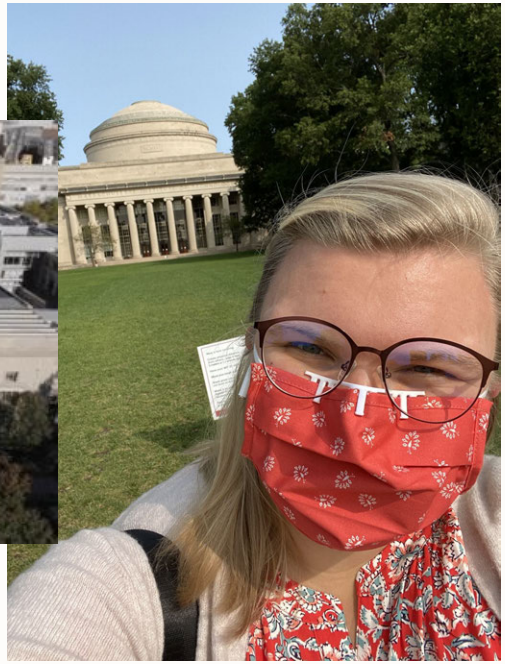


MIT Libraries

Returning to Campus

MIT Libraries

Moving



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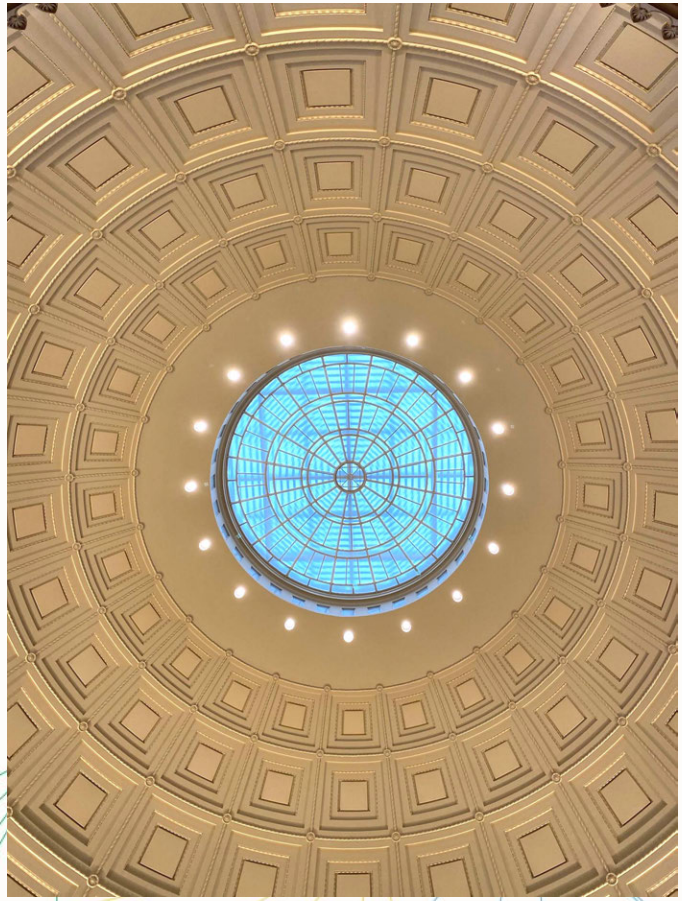
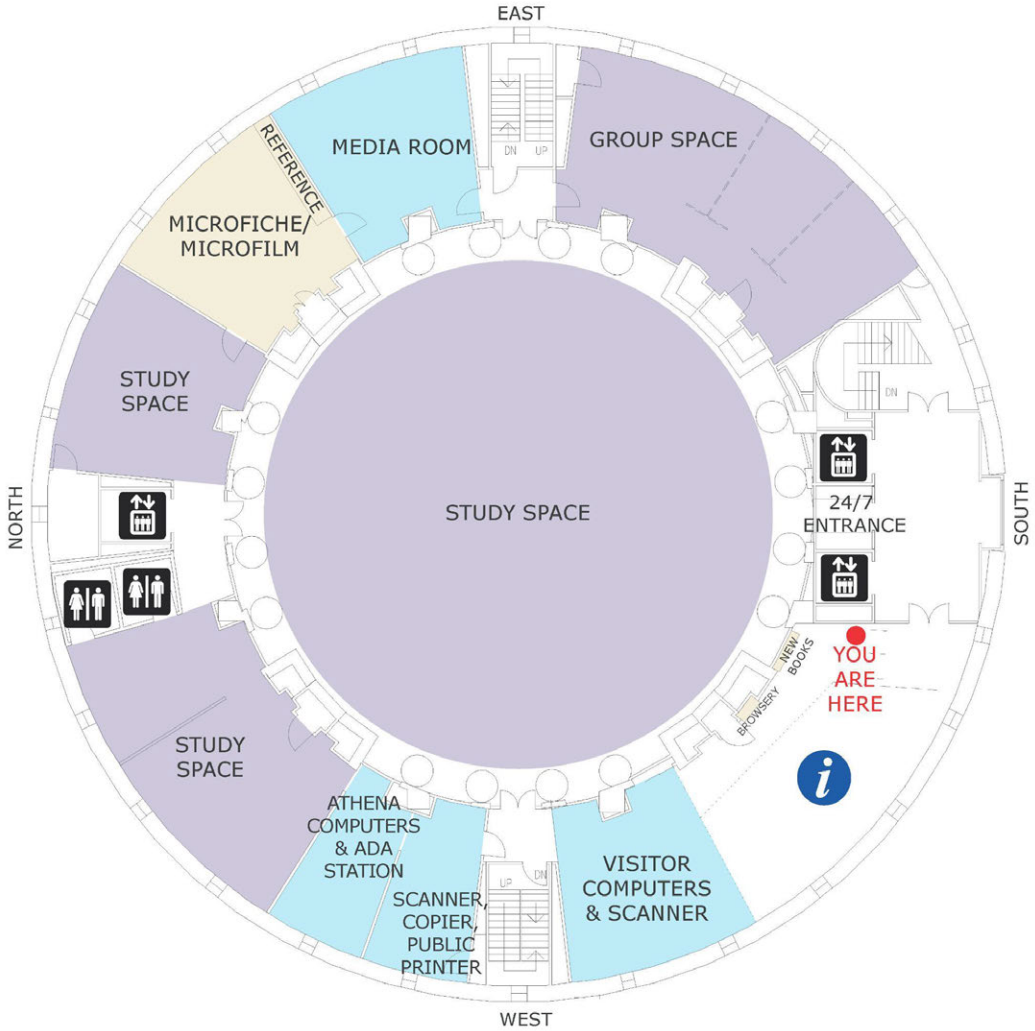
The Dome



MIT Libraries

The Dome

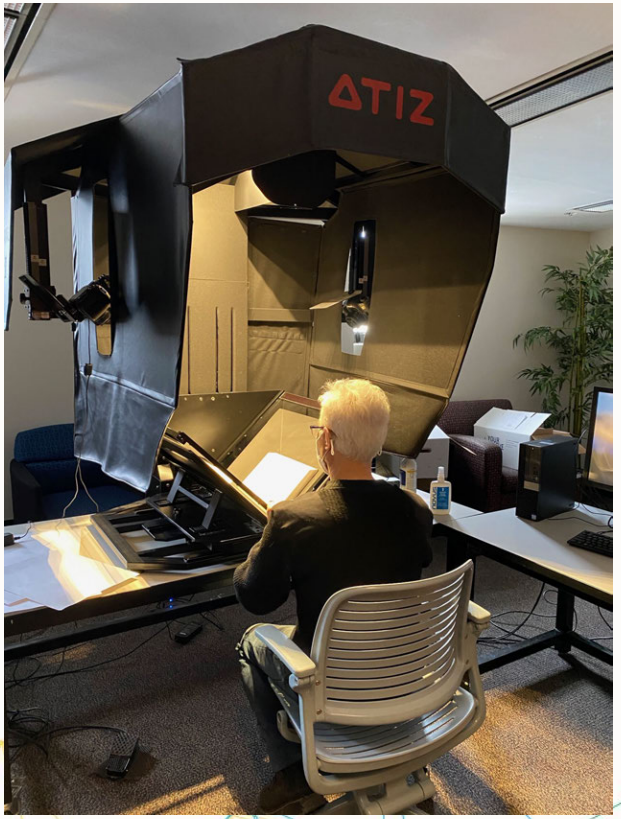


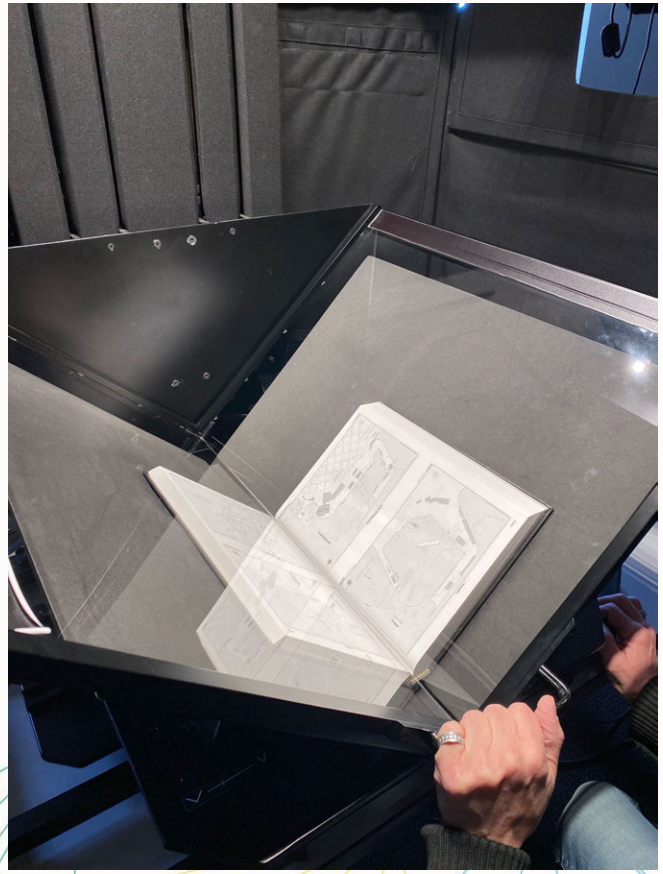
MIT Libraries

Imaging

MIT Libraries

Imaging





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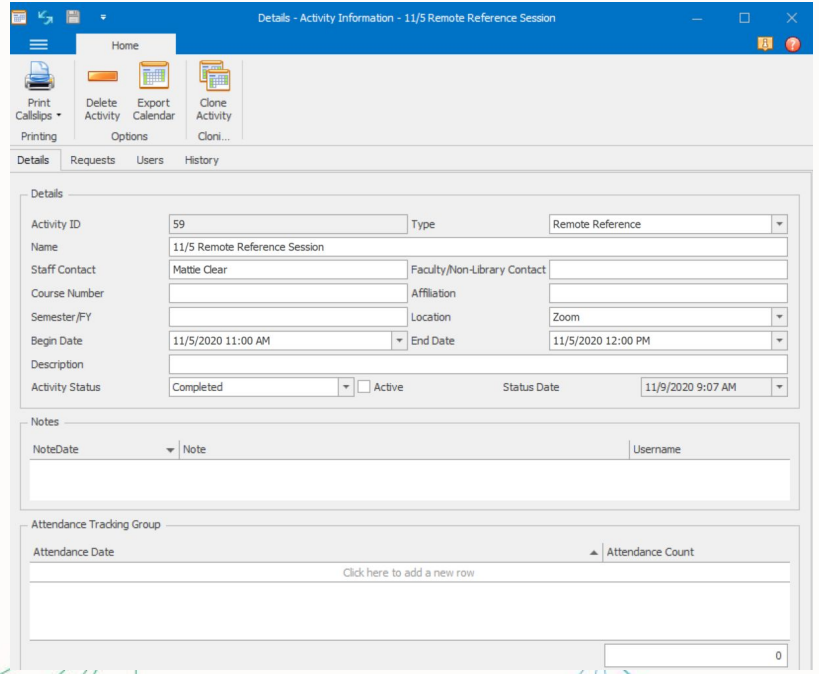
Return to Campus - Reference



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Reference - Supporting Classes

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Moving again

MIT Libraries

Moving again

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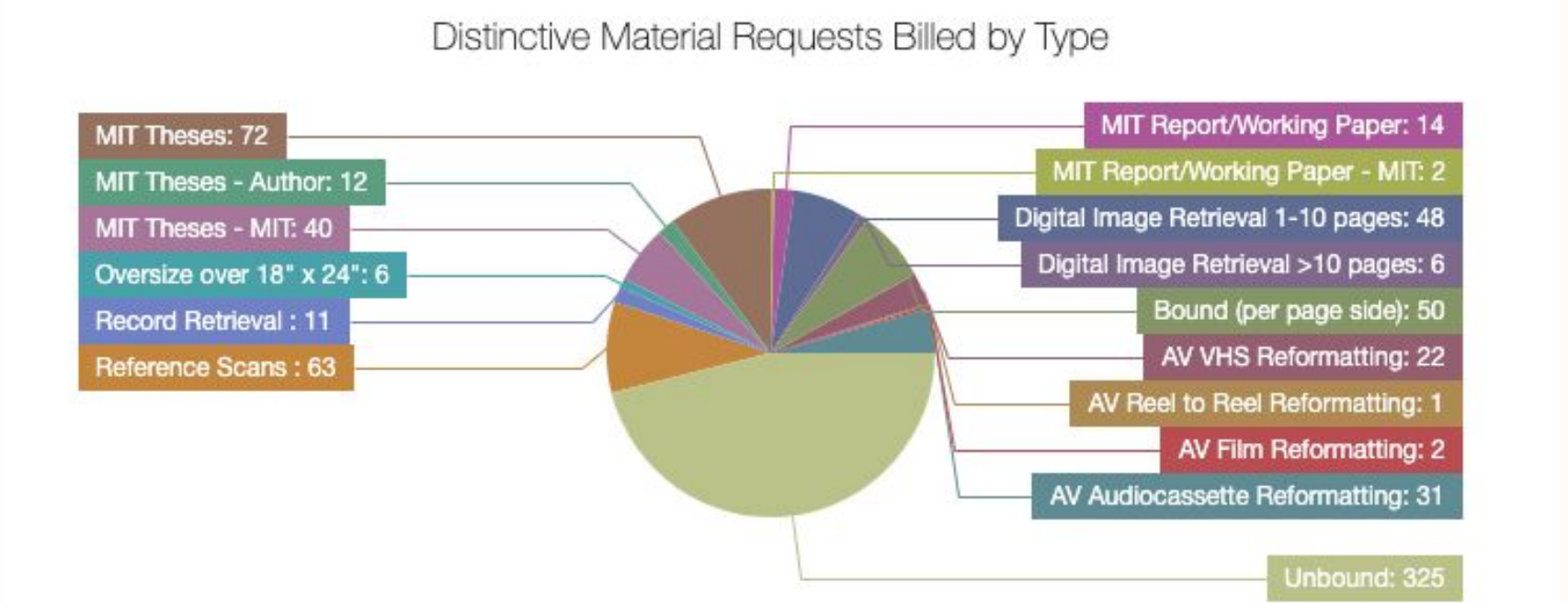
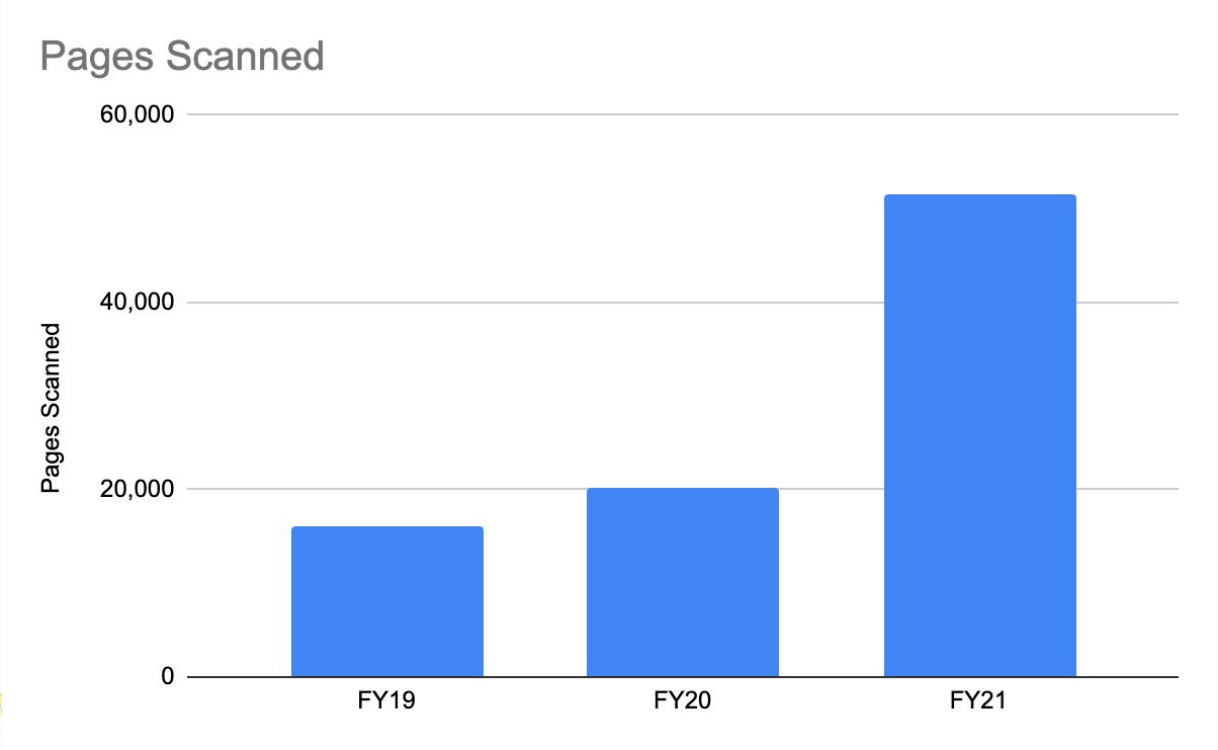
Our Success story - Imaging



MIT Libraries

Our Success story - Imaging



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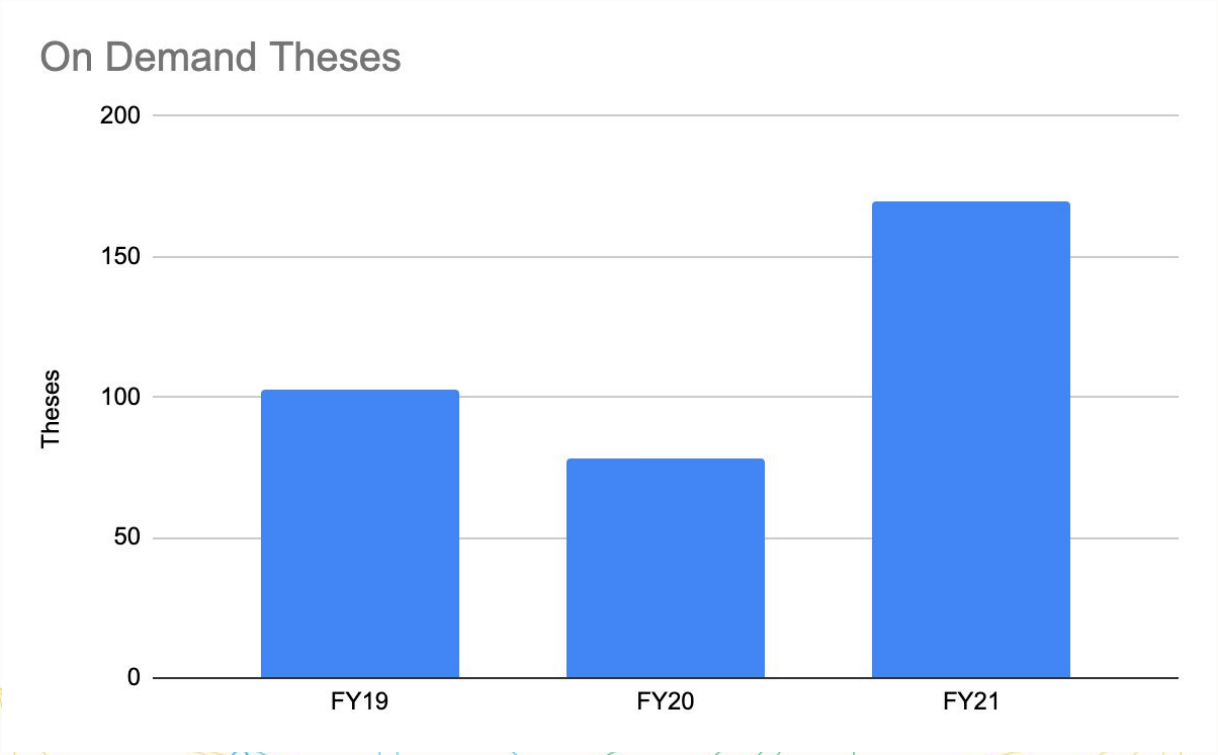
Our Success story - Imaging



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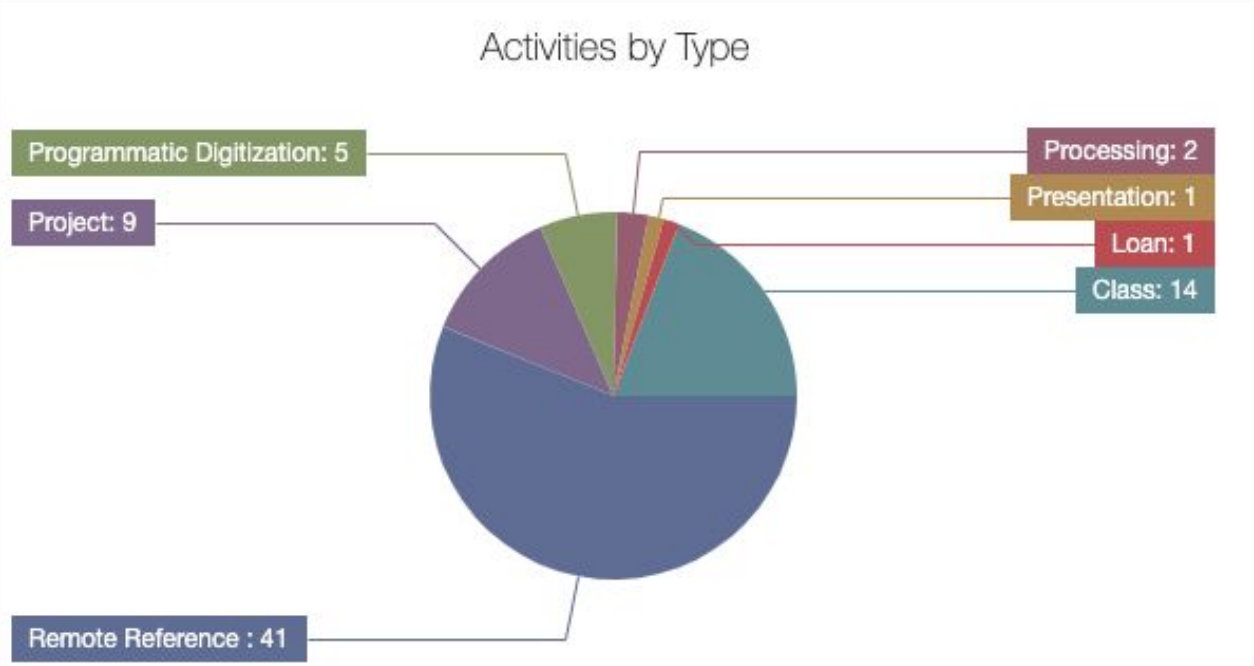
The Future

- Purchased additional copy stand to increase capacity
- Looking to hire additional staff to help with our backlog of imaging requests and post processing tasks

MIT Libraries

Our Success story - Reference



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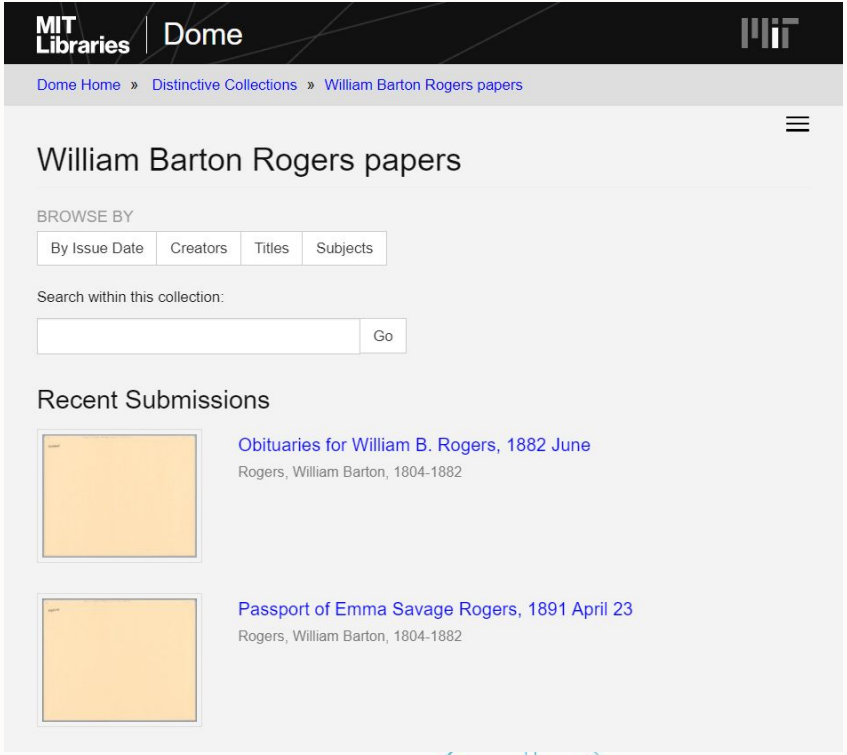
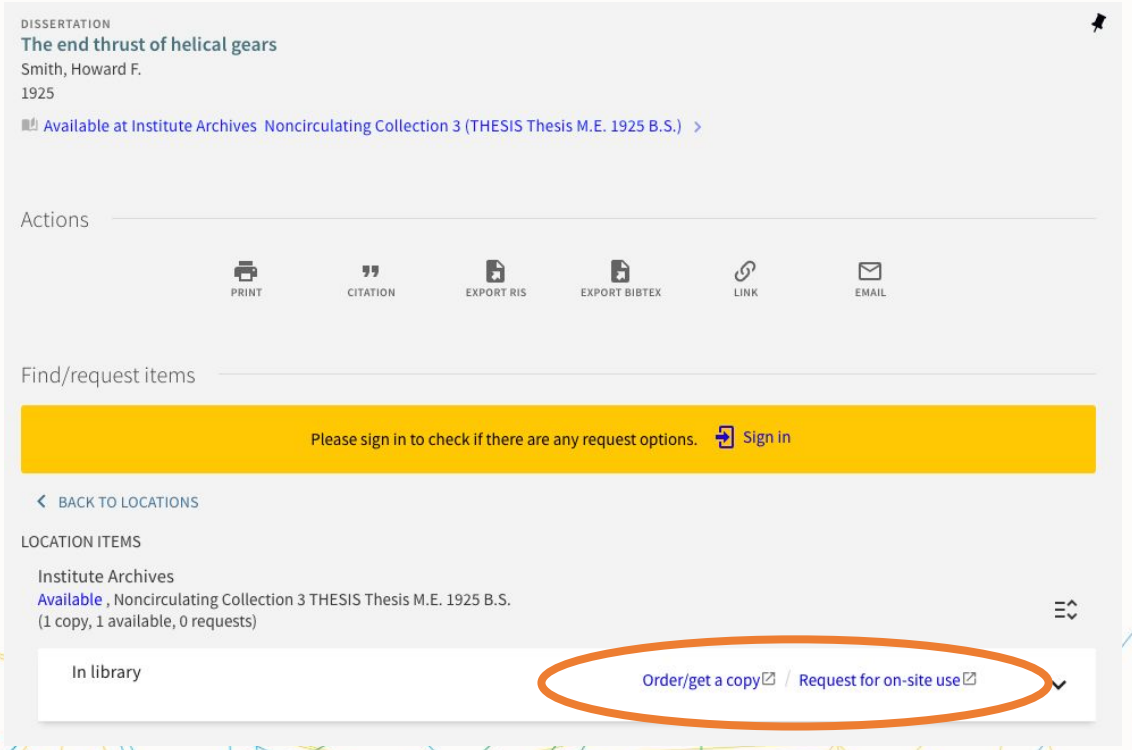
The Future



MIT Libraries

The Future



MIT Libraries

The Future

MIT Libraries

Thank you for your time!

MIT Distinctive Collections
Distinctive Collections Request System
MIT Libraries Vision - A New Urgency

Jenn Morris - j_morris@mit.edu
Mattie Clear - mclear@mit.edu

MIT Libraries