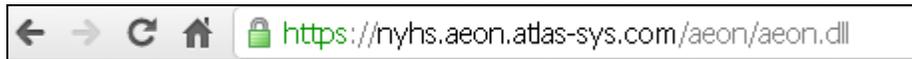


How to Register and Request Items with the Library's New Online Request System

The Library's new online request system allows researchers who plan to visit the library in person to register and place requests for materials in advance. This system replaces the multiple paper registration forms and call slips that created extra work for researchers. To begin your registration process, please enter the URL below into your web browser:



Next, scroll down and click the link under "First Time Users":

A screenshot of the Patricia D. Klingenstein Library website. The header reads "Patricia D. Klingenstein Library at the New-York Historical Society". Below the header, there is a welcome message: "Welcome to the new online request management system for the Patricia D. Klingenstein Library at the New-York Historical Society. With this system, researchers can:". A list of three benefits follows: 1. Assemble lists of materials online and request them in advance of a visit; 2. Create a single account to access all library collections, eliminating the need to register separately with each department; 3. Communicate directly with library staff through their account. Below the list is a section titled "First time users?" with the text "Please [Click here](#) to register and review the library's guidelines." The "Click here" link is circled in red. A small asterisk icon with the text "* Indicates required field" is visible in the top right corner of the content area.

This brings you to the User Guidelines page. Please read the rules and regulations thoroughly before proceeding with your registration. Note in particular that all researchers are required to present a valid form of government-issued photo identification (license or passport), so be sure to bring one when you visit the library.

When you are finished, click the "First Time Users Click Here" button.

A screenshot of a registration agreement page. The text reads: "By pressing the 'First Time Users Click Here' button below, you acknowledge and agree to all of the terms and conditions above and are signing this document." Below the text is a button labeled "First Time Users Click Here", which is circled in red.

Next, fill out the registration form. Please be sure to fill in all required information, so that we can easily expedite your requests:

Patricia D. Klingenstein Library of the New-York Historical Society

New User Registration for Aeon * Indicates required field

*First Name

*Last Name

Date of Birth
Enter as MMDD/YYYY

*ID Type

*ID Number

When you've completed the registration form, click the "Submit Information" button:

*Choose a Username
Case sensitive

*Choose a Password
Case sensitive

*Re-enter Password
Case sensitive

Submit Information

This will bring you to your account, where you may begin placing requests and track your existing requests:

Patricia D. Klingenstein Library at the New-York Historical Society

Choose an option from the choices below.

- **Logoff**
- **Main Menu**
- **New Request**
 - ➔ Book, Periodical, Broadside, Menu or Ephemera Collection
 - ➔ Newspaper
 - ➔ Map
 - ➔ Manuscript
 - ➔ Visual Material
 - ➔ Architectural Drawings
- **Requests**
 - ➔ Kept in Review Requests
 - ➔ Outstanding Requests
 - ➔ Cancelled Requests
 - ➔ History Requests
 - ➔ All Requests
- **Events**
 - ➔ Events

Outstanding Requests

Transaction	Title	ItemAuthor	Location	Additional Location	Status
No Requests					

© 2011 Atlas Systems, Inc. All Rights Reserved.

Placing requests for Books, Periodicals, Broadside, Menus and Ephemera

Patricia D. Klingenstein Library at the New-York Historical Society

Choose an option from the choices below.

- Logoff
John.Q.Researcher
- Main Menu
- New Request**
 - Book, Periodical or Broadside
 - Newspaper
 - Map
 - Manuscript
 - Visual Material
 - Architectural Drawings

Outstanding Requests					
Transaction	Title	ItemAuthor	Location	Additional Location	Status
No Requests					

© 2011 Atlas Systems, Inc. All Rights Reserved.

To place a request for a book, periodical, or broadside, start by locating that item in our library catalog (www.bobcat.nyu.edu/nyhistory). Dining menus and a collection of ephemera relating to September 11, 2001 can be found in on-site databases, and special collections of ephemera held in the library's general collections (such as the Corsa Hotel Files), require the assistance of a reference librarian. Begin click on the link circled above. You will be taken to the page below:

New Book, Periodical or Broadside Request

* Indicates required field

Enter information below and press the Submit Request button to send.

Describe the item you want. This form is not for reference questions. If you need help conducting research, or have questions about this form, please contact a reference librarian at reference@nyhistory.org

* Collection Name

* Call Number

* Title
Please do not abbreviate

* Author

* Date

Edition

Volume(s)

Copy/Issue(s)

Notes
Enter any additional information to help us identify the specific item(s) you are requesting.

Request for

Scheduled Date
Enter as MMDD/YYYY

Keep In Review

Keep request in a review state before submitting to processing.

Fill in all required fields in order to expedite the processing of your request. Remember to look up materials in our catalog or other sources as mentioned above. If you have any questions regarding requesting these formats, or requesting newspapers or maps, please contact the librarians at: **reference@nyhistory.org**

Placing requests for Newspapers

Records of our newspaper holdings can be accessed on-site via a card catalog. Once you have found the item you would like to request, click the "Newspaper" link (as shown below, left) and enter the appropriate information into the fields of the form (as shown below, right):

- **Main Menu**
- **New Request**
 - ↳ Book, Periodical, Broadside, Menu or Ephemera Collection
 - ↳ **Newspaper**
 - ↳ Map
 - ↳ Manuscript
 - ↳ Visual Material
 - ↳ Architectural Drawings
- **Requests**
 - ↳ Kept in Review Requests
 - ↳ Outstanding Requests
 - ↳ Cancelled Requests
 - ↳ History Requests
 - ↳ All Requests

New Newspaper Request * Indicates required field

Enter information below and press the Submit Request button to send.

Describe the item you want. This form is not for reference questions. If you need help conducting research, or have questions about this form, please contact a reference librarian at reference@nyhistory.org

* Title

* Date(s)

Place of Publication

Notes
Enter any additional information to help us identify the specific item(s) you are requesting.

Request for

Scheduled Date
Enter as MMDD/YYYY

Keep In Review
Keep request in a review state before submitting to processing.

Placing requests for Maps

To place a request for a map, consult our catalog for manuscript maps: (www.bobcat.library.nyu.edu/nyhistory) or our map database: (<http://dlib.nyu.edu/nyhs/maps/>) to identify manuscript and printed maps. Once you have found the item you would like to request, click the "Map" link (as shown below, left) and enter the appropriate information into the fields of the form (as shown below, right):

- **Main Menu**
- **New Request**
 - ↳ Book, Periodical, Broadside, Menu or Ephemera Collection
 - ↳ Newspaper
 - ↳ **Map**
 - ↳ Manuscript
 - ↳ Visual Material
 - ↳ Architectural Drawings
- **Requests**
 - ↳ Kept in Review Requests
 - ↳ Outstanding Requests
 - ↳ Cancelled Requests
 - ↳ History Requests
 - ↳ All Requests

New Map Request * Indicates required field

Enter information below and press the Submit Request button to send.

Describe the item you want. This form is not for reference questions. If you need help conducting research, or have questions about this form, please contact a reference librarian at reference@nyhistory.org

* Call Number

* Title

Author/Creator

* Date(s)

Notes
Enter any additional information to help us identify the specific item(s) you are requesting.

Request for

Scheduled Date
Enter as MMDD/YYYY

Keep In Review
Keep request in a review state before submitting to processing.

Placing requests for Manuscripts

To place a request for a select group of manuscript materials visit our list of finding aids:

<https://www.nyhistory.org/library/findingaids/manuscripts>

Or our library catalog:

www.bobcat.nyu.edu/nyhistory

Once you have found the item you would like to request, click the "Manuscript" link (as shown below, left) and enter the appropriate information into the fields of the form (as shown below, right):

<ul style="list-style-type: none">▪ Main Menu▪ New Request<ul style="list-style-type: none">↳ Book, Periodical, Broadside, Menu or Ephemera Collection↳ Newspaper↳ Map↳ Manuscript↳ Visual Material↳ Architectural Drawings▪ Requests<ul style="list-style-type: none">↳ Kept in Review Requests↳ Outstanding Requests↳ Cancelled Requests↳ History Requests↳ All Requests	<div style="text-align: right;"><small>* Indicates required field</small></div> <h3>New Manuscript Request</h3> <p>Enter information below and press the Submit Request button to send.</p> <p>Describe the item you want. This form is not for reference questions. If you need help conducting research, or have questions about this form, contact a reference librarian at mssdept@nyhistory.org</p> <p>* Call Phrase/Collection Number <input type="text"/></p> <p>* Collection Title <input type="text"/></p> <p>Box(es)/Volume(s) <input type="text"/></p> <p>Folder(s) <input type="text"/></p> <p>Date(s) <input type="text"/></p> <p>Notes Use this space for any additional information about your request. To request specific items such as a single letter, please provide details such as author, correspondent and date, if known.</p> <p>Request for <input type="text"/></p> <p>Scheduled Date <input type="text"/> <small>Enter as MMDD/YYYY</small></p> <p>Keep In Review <input type="checkbox"/> <small>Keep request in a review state before submitting to processing.</small></p> <p style="text-align: right;"><input type="button" value="Submit Request"/> <input type="button" value="Clear Form"/> <input type="button" value="Cancel - Return to Main Menu"/></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

If you are confused about this procedure, or have any questions, contact the Manuscripts Department at: [**mssdept@nyhistory.org**](mailto:mssdept@nyhistory.org)

Placing requests for Visual Materials

To place a request for visual materials visit our list of finding aids for a select group of collections:

<https://www.nyhistory.org/library/findingaids/printroom>

Or our library catalog:

www.bobcat.nyu.edu/nyhistory

Once you have found the item you would like to request, click the "Visual Material" link (as shown below, left) and enter the appropriate information into the fields of the form (as shown below, right):

- **Main Menu**
- **New Request**
 - Book, Periodical, Broadside, Menu or Ephemera Collection
 - Newspaper
 - Map
 - Manuscript
 - **Visual Material**
 - Architectural Drawings
- **Requests**
 - Kept in Review Requests
 - Outstanding Requests
 - Cancelled Requests
 - History Requests
 - All Requests

New Visual Materials Request * Indicates required field

All research conducted in the Department of Prints, Photographs and Architectural Collections is by appointment only. Please see below for more information.

Enter information below and press the Submit Request button to send.

Describe the item you want. This form is not for reference questions. If you need help conducting research, or have questions about this form, please contact a reference librarian at printroom@nyhistory.org

*PR Number

*Collection Name
Please do not abbreviate unless your citation is abbreviated

Author/Creator (if known)

Box(es)

Folder(s)

Notes
Use this space for any additional information about your request. To request specific items such as a single image, please provide descriptive details such as title, format, date, and subject, if known.

Request for

To schedule an appointment to conduct research in the Department of Prints, Photographs and Architectural Collections, enter the date you wish to conduct research below, and confirm this date by emailing the Print Room reference librarians at printroom@nyhistory.org. All appointments are made between the hours of 9AM and 3PM, Tuesday through Friday, and are generally made a week in advance. Please be sure to include what time you would like your appointment to be in the email. Appointments that are not confirmed by email will not be scheduled.

*Requested Date
Enter as MMDD/YYYY

Keep In Review
Keep request in a review state before submitting to processing.

If you are confused about this procedure, or have any questions, contact the Department of Prints, Photographs and Architectural Collections at: **printroom@nyhistory.org**

Placing requests for Architectural Drawings

In order to request architectural drawings, you will first need to contact a reference librarian in the Department of Prints, Photographs and Architectural Collections. Special accommodations need to be made for viewing them. Once the reference librarian has provided you with the correct description of the drawings, click the "Architectural Drawings" link (as shown below, left) and enter the appropriate information into the fields of the form (as shown below, right):

- **Main Menu**
- **New Request**
 - Book, Periodical, Broadside, Menu or Ephemera Collection
 - Newspaper
 - Map
 - Manuscript
 - Visual Material
 - **Architectural Drawings**
- **Requests**
 - Kept in Review Requests
 - Outstanding Requests
 - Cancelled Requests
 - History Requests
 - All Requests

* Indicates required field

New Architectural Drawings Request

All research conducted in the Department of Prints, Photographs and Architectural Collections is by appointment only. Please see below for more information.

Enter information below and press the Submit Request button to send.

Describe the item you want. This form is not for reference questions. If you need help conducting research, or have questions about this form, please contact a reference librarian at printroom@nyhistory.org

*PR Number

*Collection Name
Please do not abbreviate unless your citation is abbreviated

Author/Creator (if known)

Drawer(s)/Tube(s)

Folder(s)

Notes
Use this space for any additional information about your request. To request specific items such as a single drawing, please provide descriptive details such as title, format, date, and subject, if known.

Request for

To schedule an appointment to conduct research in the Department of Prints, Photographs and Architectural Collections, enter the date you wish to conduct research below, and confirm this date by emailing the Print Room reference librarians at printroom@nyhistory.org. All appointments are made between the hours of 9AM and 3PM, Tuesday through Friday, and are generally made a week in advance. Please be sure to include what time you would like your appointment to be in the email. Appointments that are not confirmed by email will not be scheduled.

*Requested Date
Enter as MM/DD/YYYY

Keep In Review
Keep request in a review state before submitting to processing.

Please feel free to contact the library staff with any questions regarding the online registration and request process at: libpsstaff@nyhistory.org