

FAQ on Using Cushing Online Request System (CORS Aeon)

How do I request materials to use for an appointment?

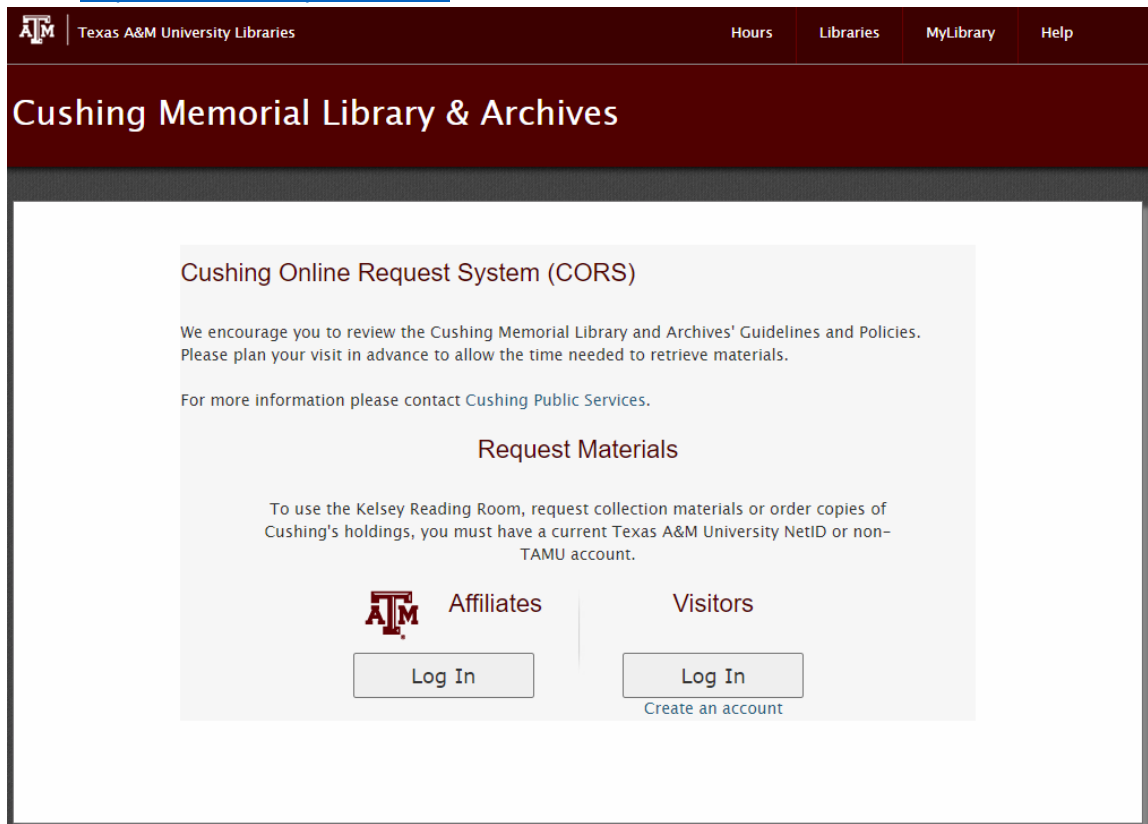
In order to use the Kelsey Reading Room, or request materials and/or scans, all patrons are required to create a Cushing Online Request System (CORS) account in Aeon and complete the registration process.

There is more information on the steps below, but here is a general overview:

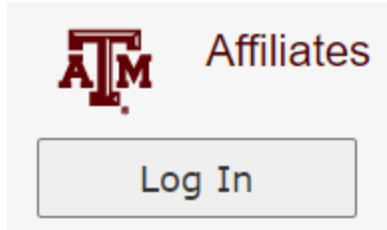
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First-Time: Register

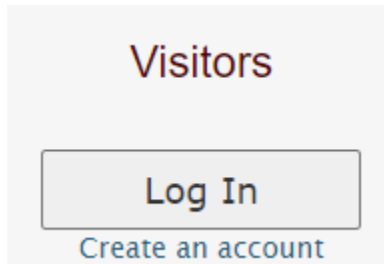
1. Go to <https://aeon.library.tamu.edu/>



- a. If you have a Texas A&M University NetID, click on "Log In" for Affiliates.



- b. If you do not have a Texas A&M University NetID, click "Create an account" under the "Log In" button.



2. Upon creation of an account, you will be prompted to review the Kelsey Reading Room Guidelines, and then fill out requested information in the registration form.
3. Once your account has been created, you will be directed to your Aeon dashboard.

Logging In

If you have a Texas A&M University NetID, you will click "Log In" under Affiliates. If you do not have a Texas A&M University NetID, you will click "Log In" under Visitors.

- Affiliates, you will be sent through the CAS system, and will use your NetID credentials.

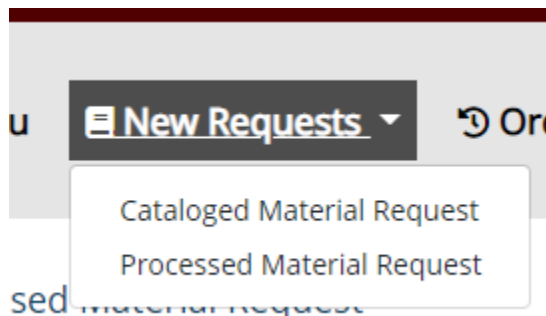
Find Material to Request

For help finding material in:

- LibCat, please see our [Cataloged Material FAQ](#).
- Archon, please see our [Processed \(Archival\) Material FAQ](#)

Determine Which Form to Use

It is important to know which form to use based on the type of material you are requesting.



Materials in our collections have been organized in different ways to make them the most accessible for patrons. Using the proper form ensures that we have enough information to retrieve the material you request.

Some materials are cataloged, while other materials are processed. Books, magazines, and journals are typically cataloged, while archival material and manuscripts are typically processed. However, there are exceptions to these general rules. There are many situations where manuscript items have been cataloged, books have been processed as part of larger archival collections, and three-dimensional objects are often either cataloged or processed.

The easiest way for you to use the correct form for your request is to follow the following rules:

- Use the **Cataloged Materials Request Form** for material you found in **LibCat**.
 - If you directly request material from LibCat (we will show you how to do this shortly), you will automatically be directed to this form.
- Use the **Processed materials Request form** when you are making a request for material you found in **Archon**.

Once you know which form to use, you can proceed to making requests!

Requesting Materials

You can request materials in a variety of ways.

From LibCat (Cataloged Materials):

Once you find the item(s) you would like to request, there are two options:

1. You can request the material directly from LibCat (recommended)
2. You can fill in the information from the LibCat Catalog record into a New Cataloged Material Request Form in Aeon.

Option 1: Directly from LibCat (recommended)

When you are in the record for the material you want to request,

The screenshot shows the TAMU Libraries LibCat interface. At the top, there is a navigation bar with the TAMU Libraries logo and links for 'New Search', 'LibCat Help', and 'AskUs'. Below this is a dark red header with 'LibCat Login'. The main content area features a list of actions: 'Add to my bookbag', 'Email', 'Export', 'Print', and 'Report an Error'. On the right, there are 'Titles', 'Prev', '5 of 26', and 'Next' navigation links, along with 'Brief View' and 'Technical View' buttons. The record details for 'Rose-leaf and apple-leaf : L'envoi.' are as follows:

Rose-leaf and apple-leaf : L'envoi.

Author: [Wilde, Oscar, 1854-1900.](#)
 Title: Rose-leaf and apple-leaf : L'envoi.
 Publisher: London : Printed for private circulation, 1904.
 Description: 30 pages 19 cm
 Notes: "Pirated edition"--Mason.
 Title printed in red, black and green.
 "These pages contain a reprint of Mr. [Oscar Wilde's](#) Introduction (L'Envoi) to 'Rose-leaf and apple-leaf', a book of poems by Mr. [Rennell Rodd](#), published in Philadelphia, U.S.A., in A.D. 1882"--Page [5].
 "This is the first publication in England"--Page [5].
 The Cushing Library/Rare Books copy has been bound by Anker Kyster, contains two advertisements tipped in at the back, and is number 196.

LC Subject Headings: [Rodd, Rennell, 1858-1941.](#)
 Other Subject Headings: [Rennell of Rodd, Francis James Rennell Rodd, Baron, 1895-1978.](#)
[Rodd, Rennell, 1858-1941.](#)

Related Names: [Rodd, Rennell, 1858-1941. Rose leaf and apple leaf.](#)
[Kyster, Anker, 1864-1939, binder.](#)

Location: Cushing Library/Rare Books (Does not check out)

Call Number: [PR5820 R65 1904](#)

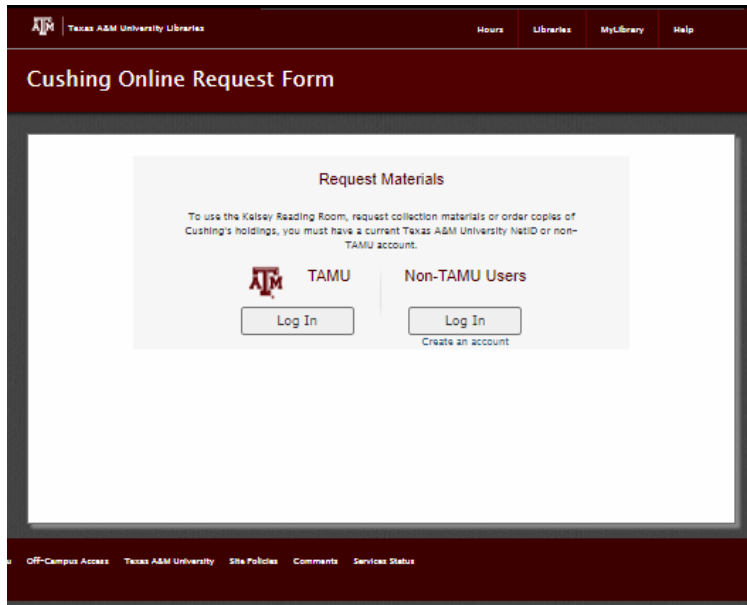
Status: [Available](#) [Request From Cushing](#)

Click the "Request From Cushing" button.

A close-up of the status bar from the screenshot. It shows the word 'Status:' followed by two buttons: 'Available' and 'Request From Cushing'. The 'Request From Cushing' button is highlighted with a light green background.

- Pro Tip: Duplicate the tab or save the "Full View" catalog information for the material you want to see somewhere so that you can reference it while you are submitting your request. You may have to add information that was not pulled into Aeon. LibCat tends to reset to the TAMU Libraries' webpage after about 10 minutes.

You will be routed to the CORS Aeon Sign in page where you will be prompted to sign in (if you are not already logged in):



Sign in following the [steps above](#) based on your affiliation.

Once you log in, the New Cataloged Material Request should be automatically filled with the majority of information you need in order to make a request:

The image shows a screenshot of the 'Item Information' form. The form is set against a light gray background and contains several input fields. The 'Title' field is required and contains the text 'Rose-leaf and apple-leaf :Lenvoi.'. The 'Author' field is also required and contains 'Wilde, Oscar,1854-1900.'. Below the author field, there is a note: 'If an author is not listed, please write "N/A"'. The 'Place of Publication' field is empty. The 'Publisher' field contains 'Printed for private circulation,'. The 'Date' field is required and contains '1904.'. Below the date field, there is another note: 'If a date is not listed, please write "N/A"'. The 'Edition' field is empty. The 'Volume/Box' field is required and is currently empty. At the bottom of the form, there is a final note: 'If a specific volume is not listed, please write "N/A"'. The form is titled 'Item Information' in a dark blue font at the top left.

Volume/Box (required)

If a specific volume is not listed, please write "N/A"

Issue/Number

Printing

Collection Name (required)

This "Location" may appear following "Cushing Library" and before "(Does not check out)"

Call Number (required)

Donor

However, as with this particular example, there will often be times where you will need to add in **additional information**.

This will usually include adding information for the Volume/Box:

Volume/Box (required)

If a specific volume is not listed, please write "N/A"

Add as much information to the request from the original record as possible to ensure we are retrieving the material you desire.

Option 2: Enter in the Information Yourself

You may also request information directly from the Cushing Online Request Form (CORS). For this you will have to have the catalog record from LibCat available for reference.

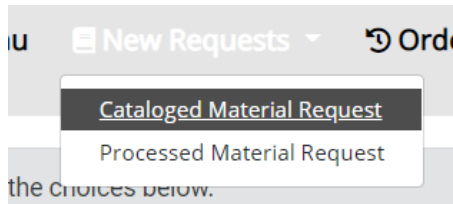
Click on "New Requests," to open the drop down menu.

New Requests ▼ Order

- Cataloged Material Request
- Processed Material Request

3 CHOICES BELOW.

Select "Cataloged Material Request."



Fill in the information requested, paying close attention to the fields that are required. There is text that should help you with what information to include.

Describe a New Cataloged Material Request

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

Item Information

Title *(required)*

Author *(required)*

If an author is not listed, please write "N/A"

Place of Publication

Publisher

Date *(required)*

If a date is not listed, please write "N/A"

Edition

Volume/Box *(required)*

If a specific volume is not listed, please write "N/A"

Issue/Number

Printing

Collection Name *(required)*

This "Location" may appear following "Dushing Library" and before "(Does not check out)"

Call Number *(required)*

Donor

From Archon (Processed Materials):

Once you find the item(s) you would like to request, you can fill in the information from the Archon record into a New Processed Material Request Form in Aeon.

Fill in the information requested, paying close attention to the fields that are required. There is text that should help you with what information to include.

Describe a New Processed Material Request

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

Item Information

Major Collection Name (required)

Available at the top of the page in the breadcrumbs after "Archon --"

Collection Name (required)

Available at the top of the page in bold and before "Cushing Library"

Author/Creator (required)

If an author/creator is not listed, please write "N/A"

Date(s)

Location

Series (Name/Number) (required)

Series information is in the "Box and Folder Listing." If not listed, please type "N/A"

Total Number of Box(es) in Collection (extent) (required)

Box Number/Description (required)

Please include only one box per request

Folder(s) (required)

If not listed, or you want all the folders, please enter "N/A"

Item Description

If not listed, or you want all the items, please enter "N/A"

Request Information

For every request, there is space for you to add additional information at the bottom in the "Request Information Section."

Request Information

My Notes


Enter any notes about this request for your personal reference.

Special Requests/Questions?

Please enter any special requests or questions for library staff.

Researcher Tags

Enter a comma-separated list of the tags you want associated with this request.

Date of Visit
 
Select the date you plan to visit.

My Notes

Include any notes for your personal use here.

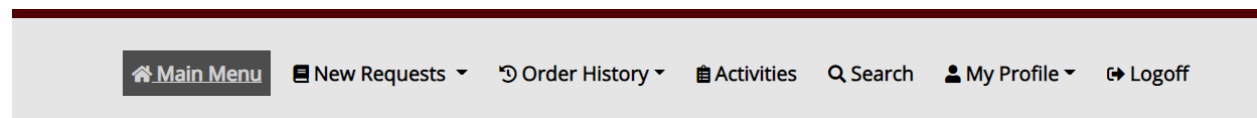
Special Questions/Questions?

Please include any special requests you have for your request. Cushing Public Services staff will see these associated with your request.

Researcher Tags

These tags are incredibly helpful for you to sort and organize your requests.

You will be able to see the tags you have used on the “Main Menu” page near the top. If you click on any of these Researcher Tags, you will see all the records associated with that tag.



Choose an option from the choices below.

Fellowship(3) Patron Request(7) Personal(3) Researcher Tags(2) test(1)

Outstanding Requests

In this example, if you click on “Researcher Tags,” it will display the two associated requests:

All Requests - Researcher Tags

<p>Collection Name (required)</p> <p>Series (Name/Number) (required)</p> <p>Transaction Number 20077</p> <p>Volume/Box Box Number/Description (required)</p>	<p>i Details Actions ▾</p> <p>Item Status Staff will review your request as soon as possible</p>
<p>Title (required)</p> <p>Transaction Number 20076</p> <p>Call Number Call Number (required)</p> <p>Volume/Box Volume/Box (required)</p>	<p>i Details Actions ▾</p> <p>Item Status Staff will review your request as soon as possible</p>

Cushing Public Services staff will not be able to see these tags.

Date of Visit

This is a part of the Aeon system. Think of this date as your “wish date.” Select the date that you hope to be able to visit. Please keep in mind that you will need an appointment to see this material in person. Please see [this FAQ for more information on making an appointment](#). If you need help, contact [Cushing Public Services](#).

Please note that selecting a date here DOES NOT count as making an appointment, and does not guarantee you will be able to see the requested material on that day.

Submit

Once you have finished filling in the information in the request form, you have several options for your request. At the bottom of the page are buttons for:

Submit Request:

Clicking this will submit your request now for the Cushing Public Services staff to see.

Save Request for Later:

If you save your request for later, the request will be saved for later. You can choose to submit that request at a different time.

The transaction will show on your Aeon Dashboard as “Item Status **Request Saved for Later (Not Submitted)**”

i Details Actions ▾

Item Status **Request Saved for Later (Not Submitted)**

Cancel – Return to Main Menu

If you cancel your request, the information you entered into the form will not be submitted, nor will it be saved for later.