How to Request Newspaper Microfilms from
Gordon W. Prange Collection, University of Maryland

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 following required information in the New Request Form
   - Title of the newspaper
   - Date (This is required for all Prange Collection requests)
   - Library
   - Call Number
   - Request for

NOTE: Be very careful when entering this information. It is critical for pulling the correct microfilm.
# Sample AEON Request Form

**Describe the item you want**

<table>
<thead>
<tr>
<th>Field</th>
<th>Example Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Kyoto Shimbun</td>
</tr>
<tr>
<td>Author/Creator</td>
<td></td>
</tr>
<tr>
<td>Series</td>
<td></td>
</tr>
<tr>
<td>Place of Publication</td>
<td></td>
</tr>
<tr>
<td>Publisher</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>8/8/1946</td>
</tr>
<tr>
<td>Edition</td>
<td></td>
</tr>
<tr>
<td>Catalog Record ID</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>Gordon W. Prange Collection</td>
</tr>
<tr>
<td>Call Number</td>
<td>Prange NK2622</td>
</tr>
<tr>
<td>Volume/Box</td>
<td>第22139号</td>
</tr>
<tr>
<td>Issue/Copy</td>
<td></td>
</tr>
<tr>
<td>Restrictions</td>
<td></td>
</tr>
<tr>
<td>Request for</td>
<td></td>
</tr>
</tbody>
</table>

- **Input both Japanese title and Romanized title.**
- **Date information is required for Prange Collection requests.**
- **Always choose “Gordon W. Prange Collection.”**
- **Type “Prange.”**

The required information can be found using the following Search Tools. An example from each Search Tools follows.

1. **20th Century Media Information Database** (Not all newspapers are included in this database. Individual or institutional subscription is required.)
2. **National Diet Library of Japan (NDL) Online Catalog** (Refer to the “Research Navi” page for more information)
3. **"Guide to the Gordon W. Prange Newspaper Collection"/メリーランド大学図書館所蔵ゴードン・W・プランゲ文庫新聞目録."** (Print finding aid)
1. 20th Century Media Information Database (*Not all Prange Collection newspapers are included in this database. Individual or institutional subscription is required.)

   ![Database Screenshot]

   - **Title of newspaper**
   - **Call Number**
   - **Date**

   Do NOT put “title of the article/記事タイトル” under Title in the Aeon Form.

2. NDL Online Catalog (NDL OPAC)

   ![Catalog Screenshot]

   - **Title of newspaper**
   - **Call Number**

   This is NOT a Prange Call Number. Use one of the other Search Tools to locate the Prange Call Number.

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3. Guide to the Gordon W. Prange Newspaper Collection (Print finding aid)

![Call Number](image1.png)  [Title of the newspaper](image2.png)

4. Select your name in the “Request For” drop-down menu

```
* Request for [Name]
```

5. If you chose to schedule retrieval, select the earliest date you plan to research at UMD

```
* Click in the field to the right to bring up a calendar and use it to indicate the date you plan to visit.
```

6. Click on “Submit Request” at the bottom of the page

After clicking “Submit Request,” your request is finished!
You should be able to see your request by clicking on “Outstanding Requests” on the left side of the page.

Any Questions?
Contact us online at [http://www.lib.umd.edu/prange/contact-us/home](http://www.lib.umd.edu/prange/contact-us/home)

OR
By phone: (301) 405-9348