



**ATLAS**  
SYSTEMS, INC.  
*Promoting Library Excellence  
Through Efficiency*



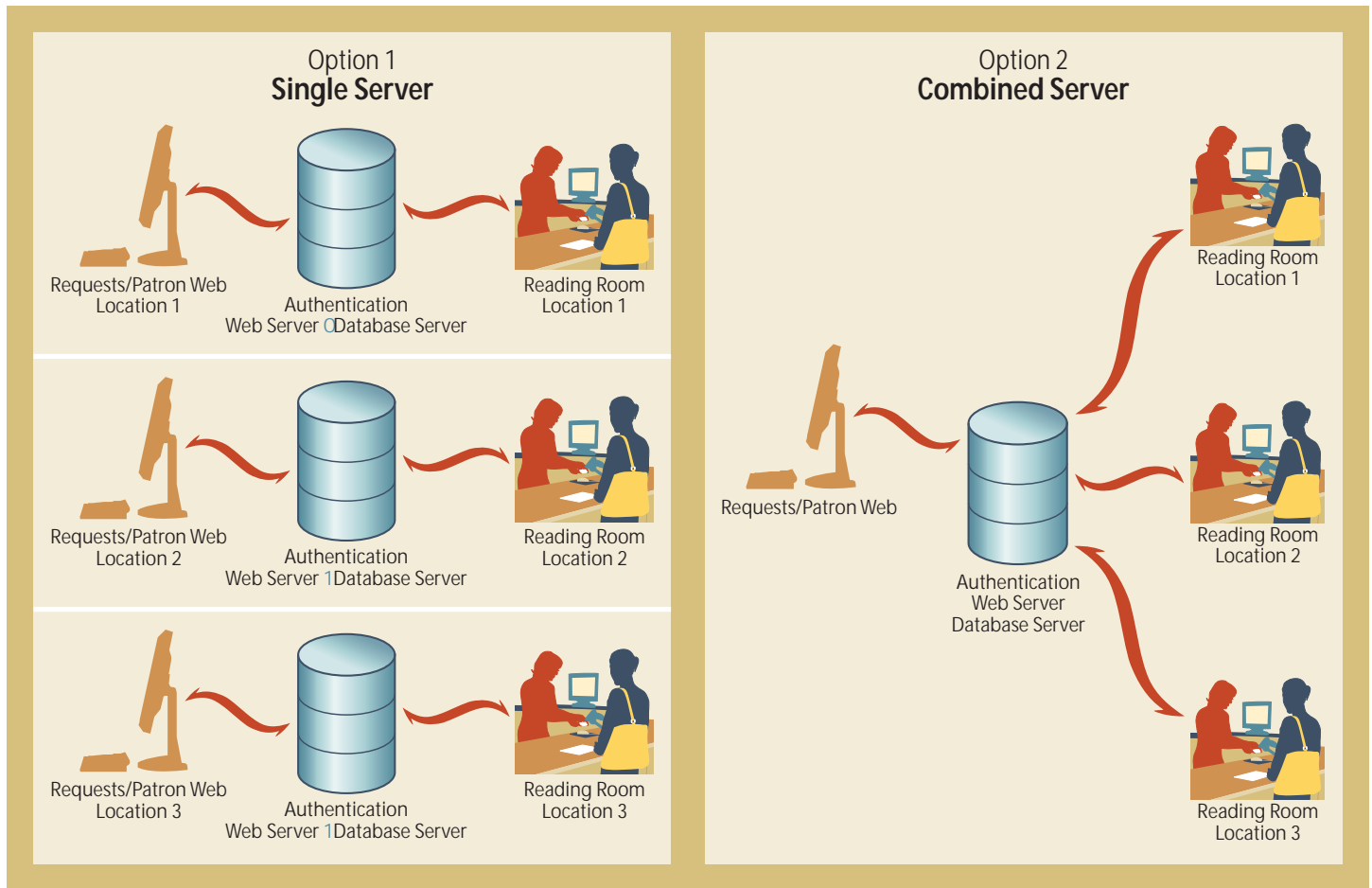
**Aeon**  
Managing Special Collections

# Setting up Aeon in a multi-library environment

## *Which option is best for you?*

Some institutions have more than one special collections library or archives, or multiple reading rooms. In such cases, Aeon can be installed and configured so that each unit or reading room site has its own Aeon database and associated users (option 1), or it can be set up so that all of the respective sites share the same database and users (option 2).

The relative advantages and limitations of each approach are outlined below.



## Option 1: Individual Aeon server installation for each site

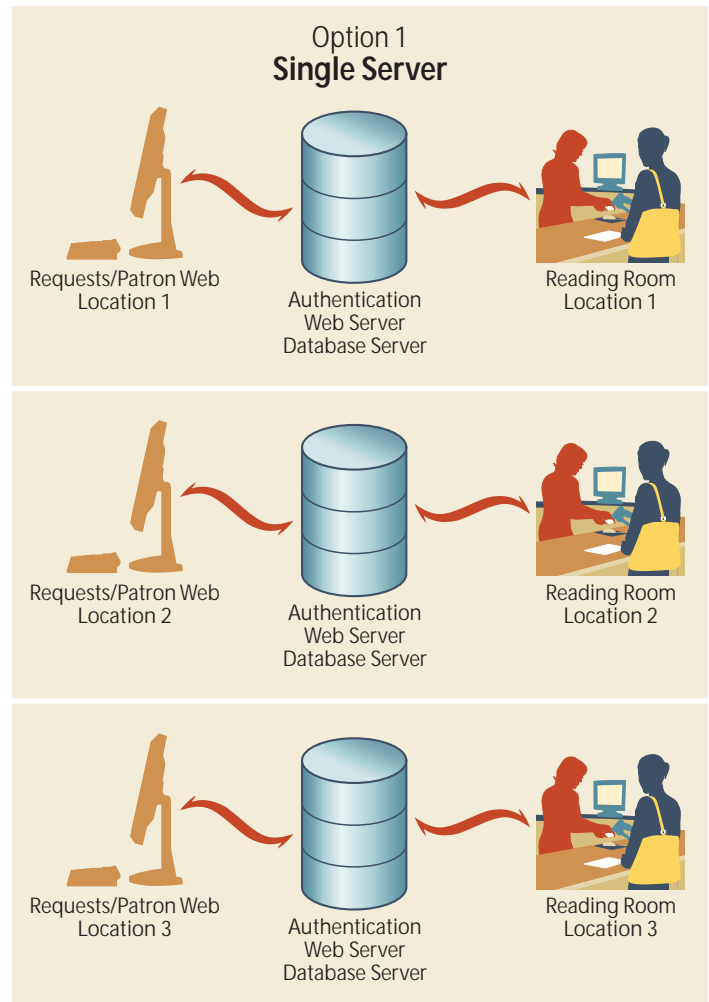
Institutions that want to provide each of their special collections site the greatest degree of independence and flexibility in their use of Aeon may wish to consider licensing the Aeon software individually for each site.

### Advantages

- ▣ Each site creates and maintains its own patron registration forms and web pages and can establish independent web form validation rules, default values, status and error messages, and automated session timeout setting. Each site can also create its own set of web alert messages and RSS feeds.
- ▣ Each site maintains an independent electronic visitor log.
- ▣ Each site can create its own unique settings in the Aeon Customization Manager. These customization settings include:
  - † Z39.50 catalog connections
  - † Email templates
  - † Outgoing email server (i.e., each site can have its own outgoing and reply-to email address)
  - † Custom queues and routing rules
  - † Default local contact information
  - † Default photoduplication billing terms
  - † Callslip and other printed form templates
  - † Cancellation reasons
  - † Remote and local authentication configuration options
  - † EAD stylesheet transformations and group by settings
  - † Patron request limits
- ▣ Each site can create and maintain its own set of collaborative events.
- ▣ Each site can install Aeon software upgrades on its own schedule, independently of other sites at the same institution.

### Limitations

- ▣ Higher annual maintenance cost
  - † An annual software licensing subscription must be purchased for each site.
  - † If the Atlas server hosting option is selected, a separate hosting fee is required for each site. If the institution chooses to host the Aeon software locally, it must provide sufficient hardware and IT administration to support each Aeon instance.



- ▣ Potentially greater need for local IT support to create and maintain individual site customizations; initial configuration of OpenURL request links may also require more effort to accommodate multiple sites.
- ▣ Potentially confusing or burdensome for patrons who may use one of more of the institution's special collections libraries or archives since they will have to use a separate web account to manage the requests they place at each site.

## Option 2:

# Combined Aeon server installation for multiple sites

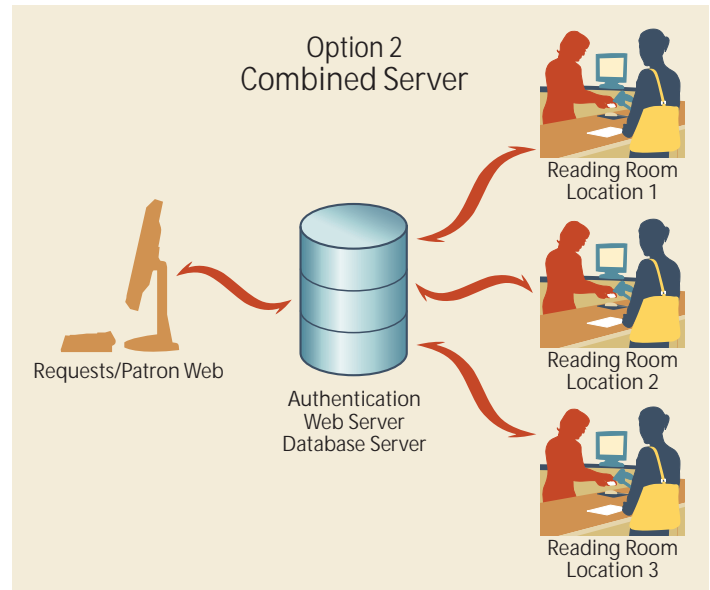
Institutions that want to integrate the operations of their multiple special collections and archives sites may find that a combined Aeon server installation offers certain functional advantages at a lower cost and lesser need for local IT support. In a combined installation, all sites share a single transaction and user database; patrons can submit and manage all requests through a single web account, yet staff clients and web reports are configured so that staff members see only those requests that pertain to their site.

## Advantages

- ▣ Lower annual maintenance cost
  - † One annual software licensing subscription covers all sites; the only additional fees required are one-time implementation charges for setting up each site.
  - † If the Atlas server hosting option is selected, only one hosting fee is required. If the institution chooses to host the Aeon software locally, it only needs to provide hardware and IT administration to support a single Aeon instance.
- ▣ The need for local IT support is minimized because customization options are more limited.
- ▣ Patrons may enjoy the convenience of being able to submit and manage their special collections and archives requests through a single web account, regardless of whether they request items from one site or several.

## Limitations

- ▣ Separate web request forms can be created for each site, but they must be integrated into a common web interface that is shared by all of the sites; optionally, a common set of request forms can include an option to specify from which site individual items are requested. Because the web interface is shared by all sites, there can only be one set of web form validation rules, default values, status and error messages, and one automated session timeout setting. In addition, there can be only one set of web alert messages and RSS feeds.
- ▣ Electronic visitor log is shared; Aeon does not distinguish which site or reading room a given visitor signs in or out of (staff at each site see a list of all visitors signed in at all sites and individual user histories do not record which sites were visited).
- ▣ Certain settings in the Aeon Customization Manager must be shared by all sites; these include:
  - † Outgoing email server (i.e., there can be only one outgoing and reply-to email address)
  - † Default local contact information
  - † Remote and local authentication configuration options
  - † EAD group by setting
  - † Patron request limits



- ▣ Other settings in the Aeon Customization Manager can be configured to include customized settings and forms for individual sites, however all options will appear in the Aeon staff client and so must be labeled accordingly in order to distinguish their application; these include:
  - † Z39.50 catalog connections
  - † Email templates
  - † Callslip and printed form templates (print buttons in the Aeon staff client are linked to only one set of templates, but these templates can be localized for individual workstations or groups)
  - † Custom queues and routing rules
  - † Photoduplication billing terms
  - † Cancellation reasons
  - † EAD stylesheets
- ▣ All collaborative events will appear in all staff clients (i.e., it is not possible to set up events that appear and are associated with individual sites only).
- ▣ All sites must upgrade Aeon staff clients at the same time to keep them properly synchronized when the Aeon database software is upgraded.

