

Making scanning requests

You can make a scanning request by adding the items to your Library List.

Add a separate reference for each chapter/article or page range and place one associated request at a time.

Add the print item to be digitised in the usual way - See video 'Adding items to your list'.

Items not currently available through the library can be added manually - See the video 'Adding items not in library catalogue'

Once the book or journal has been added to the list, you need to change the reference type to 'Book Chapter' or 'Article' before you can make a request.

Click the '...' button next to the title and select 'Edit item'.

Click on the 'Type' drop-down menu and change it to 'Book Chapter' or 'Article' as appropriate.

Add a title for the chapter/article.

Click save.

Click on the 'Book Chapter' or 'Article' citation, which will open in a pop-up window.

Scroll down and click 'Request digitisation'.

Fill in as much information as possible about the chapter/article, especially the correct chapter numbers and page ranges.

Click send.