Introduction

If you need to include a book chapter in your reading list and there is no digital version available, you can request that the Library digitise it for you. The Library can provide a scanned copy of one chapter or 10% of the total number of pages in the book (whichever is greater).

Note: you may see Request Options: Request | Pages/Scan as you are scrolling down the screen. Please do not click on either of these options, continue scrolling until you see the Digitization request option.

Procedure

1. Find the book containing the chapter you wish to add and add it to your reading list.
2. In the list, click on the title of the book to see the details page.
3. Scroll down until you see the Requests option (almost at the bottom of the page).
4. Click on the Digitization request link.
5. Enter the chapter details or the page range.
6. If you have added a page range and need to add another one click the **Add another range** link.

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7. Click **SUBMIT**.

**Note:** once a citation is marked as complete, students will be able to view the relevant book sections or chapter.

![Book Chapter Image]

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