

# Course Readings: requesting digitization of a book chapter

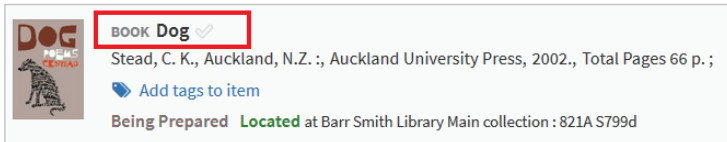
## Introduction

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).

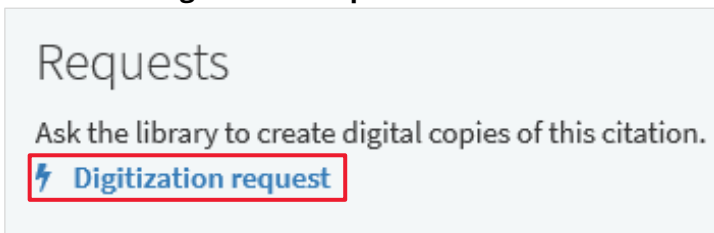
Note: you may see Request Options: Request | Pages/Scan as you are scrolling down the screen. Please do not click on either of these options, continue scrolling until you see the Digitization request option.

## 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.
4. Click on the **Digitization request** link.



5. Enter the page range or chapter number

Ask Library for Digital Copies

*NOTE: Add a single chapter number or page range for scanning. If you need an additional chapter from the same source add a separate citation and place a Digitization Request. For journal articles add volume, issue and page range in Chapters field.*

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Availability of Digital Copies

From: 09-December-2019 To: 30-December-2019

Includes image(s)

Chapters: Enter Chapter Number, e.g. 1

Pages From: 10 To: 15 [+ Add another range](#)

Note 1: [+ Add another note](#)

.....

CANCEL
SUBMIT

6. If you have added a page range and need to add another one click the **Add another range** link.

### Ask Library for Digital Copies

*NOTE: Add a single chapter number or page range for scanning. If you need an additional chapter from the same source add a separate citation and place a Digitization Request. For journal articles add volume, issue and page range in Chapters field.*

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Note 1: **+ Add another note**


CANCEL SUBMIT

7. Enter the page range for the 2<sup>nd</sup> set of pages

8. Click **SUBMIT**.

**Note:** you can add the full citation in the Note 1 field before submitting the request, especially if you are unsure of the page range, there are more than 2 sets of page ranges or chapter number details.

**Note:** once a citation is marked as complete, students will be able to view the scanned pages via the View online link



**BOOK CHAPTER Dog coats** ✓

Norton, M., in Dog, by Norton, M., University of Texas Press, 2013, 10 - 15

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