
Instructions for requesting digitisation of chapters and journal articles

If you are looking to request digitisation of a print book chapter or journal article, please follow the instructions below to submit your request. Before submitting, please check that the library does not already have electronic access on [Summon](#). Please note that checks will subsequently be made by the Library Team to assess whether digitisation is possible, and you will be notified when the digitised content is made available or if there are any issues. The process below assumes that a reading list is already present, and you have the Talis Bookmarking tool installed.

Requesting digitisation of book chapters

[In accordance with copyright law, for each module, we can digitise up to 10%, or one chapter of a book, whichever is greater.]

1. Find the print item on the library catalogue. If not in stock, search for the item on www.amazon.co.uk so that a bookmark can be created.
2. Create a bookmark for the chapter on the respective reading list.
3. To do this, whilst on the webpage for the item, click on the Talis bookmarking plugin. Click on the drop-down menu for 'Additional fields' and select the option of 'Has part (chapter, article, etc.) ...'. Click on the adjacent 'Add' button. You will now be prompted to enter the 'Resource Type'. Select 'Chapter' and then enter the 'Title' of the chapter. Click on the 'Create' button.
4. Open the Reading list in [Canvas](#) or [Talis](#).
5. Hover over the area where you want to insert the chapter to your reading list and select "Add Resource". The most recent bookmark should appear at the top of the list, click on 'Add to list' adjacent to the chapter bookmark. Update the importance of the chapter.
6. Click on the 3 dots adjacent to the chapter and select 'Request digitisation'.
7. Enter the 'Start page' and 'End page' then click on 'Next'.
8. Select the 'Needed by' date then click on Submit.

Requesting digitisation of journal articles

This process is for articles the library currently does not have access to in Summon.

[In accordance with copyright law, for each module, we can digitise up to 10%, or two chapters of a journal issue, whichever is greater.]

1. Find the journal article on the publisher's website.
2. Create a bookmark for the article on the respective reading list.
3. To do this, whilst on the webpage for the item, click on the Talis bookmarking plugin. Click on the 'Create' button.
4. Open the Reading list in [Canvas](#) or [Talis](#).
5. Hover over the area where you want to insert the article to your reading list and select "Add Resource". The most recent bookmark should appear at the top of the list, click on 'Add to list' adjacent to the article bookmark. Update the importance of the article.
6. Click on the 3 dots adjacent to the article and select 'Request digitisation'.
7. Click on 'Next'.
8. Select the 'Needed by' date then click on Submit.

Once the request for digitisation has been submitted, the library team will be notified. The request will need to be checked to ensure that digitisation is permitted and then actioned to obtain the requested chapter / article. It is always advisable to check that chapter requests are related to the most up-to-date edition of the book. Older editions are much harder to source and may contain out-of-date content. You will receive a notification once the digitised content has been made available.