

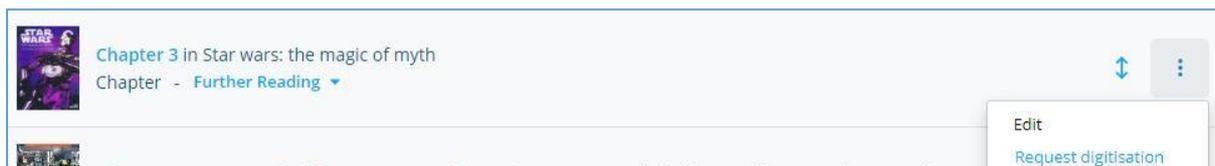
Requesting scans for your Online Reading List

UEA Library provides a scanning service to teaching staff who want to make the Library's print resources available via an online reading list to their students. Digitisation offers an easy way for all your students to access recommended book chapters or journal articles, reducing the pressure on the Library's print collection and making it easier for your students to access core readings.

How to request a scan

Scans are requested (and later linked to) from your online reading list, so first you must make sure the item you want is on your list – if you need to add it, [click here for our helpsheet on adding items to your reading list](#)

- Once the item is on your list click on the **Edit item menu** for the item you want scanned, and click **Request Digitisation**



- The following pop up box will appear:

Request digitisation

Please provide as much detail as you are able to regarding the chapter or article, including page ranges where available. If you have any queries, contact the library digitisation team who will be pleased to assist.

Resource type: Book This is a full chapter

Chapter or section name:* Chapter 3

ISBN:* 9780553102062
I don't know the ISBN

Page range: - Section author(s): Mary S. He

[+ Add another](#)

Reference range: [+ Add reference page range](#)
Notes or bibliographic references on separate pages can be included as part of your digitisation.

File: Choose file No file chosen
You may submit a PDF copy of the request, if you have one

- Check the item details are correct. If you have entered the item as a Chapter (or Article) on Talis, it will have automatically filled in the “Chapter or section name” field for you. Otherwise, you will need to fill in the chapter or section name.
 - If you are not requesting a full chapter, then uncheck the “This is a full chapter” checkbox next to the resource type, and provide a page range instead.
 - If you need to add a page range for references (pages from a bibliography, introduction, appendix or similar) to be included alongside this scan, then use the “Add reference page range”.
- Scroll down to the **Next** button to move on to the following screen:

Request digitisation

Start date:* 2019-09-01 

End date:* 2020-08-31 

Needed by:* 
When is this resource needed?

Course name:* Test Lists

Course code:* TEST

Student numbers:*

- Fill in the “Needed by” date to show when the resource is needed. Please note scans can take up to 14 days to go live at busy times of year. Check the course details and student numbers are correct then click **Next** to bring up the following screen.

Request digitisation

Your email address:*

Your name:*

- Check your contact details are correct then click **Next**.

The system will then automatically check whether we can provide a copyright compliant scan, which will give one of the three outcomes below:

- **ACCEPTED** means that we have permission to scan the item, Library staff will scan it for you and you’ll receive an email when it’s ready.
- **REFERRED** means that there’s something we need to check, for example:

Need help? Email lib.reading@uea.ac.uk

- We don't have the item and need to source the scan from another library
- The system can't recognize the book from its ISBN

We may still be able to scan the item, but we need to look into it first and will be in contact when we know more.

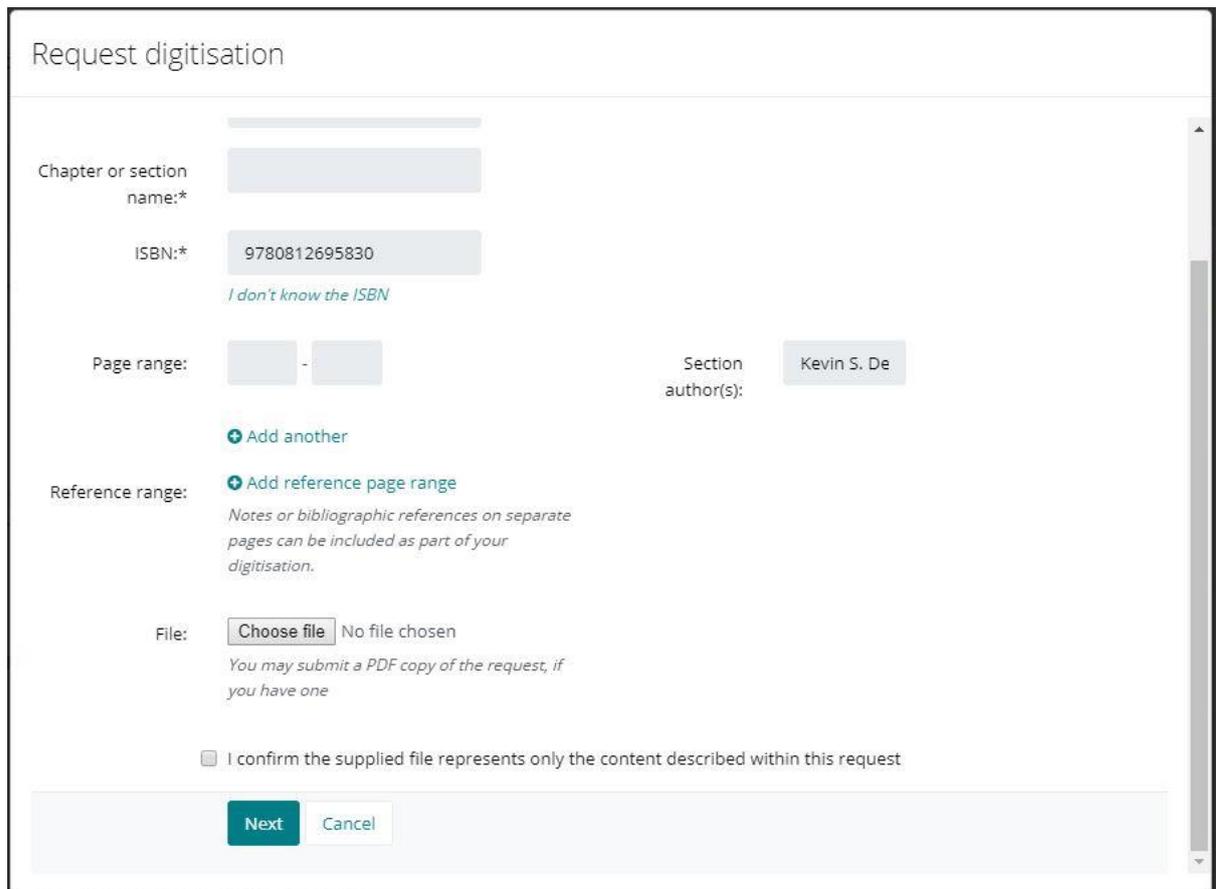
- **REJECTED** means that we cannot scan the item and the reason should be made clear, this could be because:
 - The item isn't covered by our licence
 - We already have an ebook
 - We've already scanned 10% of the book for the module your reading list is linked to

When we've scanned the item you'll receive an email to let you know the scan is live. The scan will be linked to your reading list automatically, but if you request it over the summer, it will not be viewable until 1st September due to the terms of our licence.

How to provide your own scan

While we'd recommend letting the Library produce your scans for you, you can upload a scan that you have made yourself, providing that the Library owns a copy of the book or journal you are scanning from. To do this, follow the steps below.

- Click **Request Digitisation** next to the item you have scanned. The following pop-up box will appear:



Request digitisation

Chapter or section name:*

ISBN:* [I don't know the ISBN](#)

Page range: - Section author(s):

[+ Add another](#)

Reference range: [+ Add reference page range](#)
Notes or bibliographic references on separate pages can be included as part of your digitisation.

File: No file chosen
You may submit a PDF copy of the request, if you have one

I confirm the supplied file represents only the content described within this request

- Check the item details are correct as per the instructions earlier in this helpsheet.

- You can upload the scan you have created by clicking on the using the **Choose File** button next to the “File” box to locate the PDF you want to upload.
 - Tick the checkbox below the “File” box to confirm that the details you have provided are correct and accurate to the file you have uploaded.
- Click **Next**.
- Follow the remaining steps provided earlier in this helpsheet.

The system will check that the scan is compliant with our CLA license. If it is not, it will be rejected. The scan you have provided will be checked by The Library to make sure it is of sufficient quality (if not, we will re-scan it for you from our copy) and then it will be made available on your list.

What can we scan?

Our Copyright Licensing Agency (CLA) licence terms allow for the following:

- Items scanned must be owned or on order at UEA Library
- You may only copy one chapter or 10% of a book, whichever is greater, or one article in a journal issue per module.
- Only one short story from an anthology or collection may be scanned, or one poem of up to 10 pages.

Please note that we have an increasing number of e-books and e-journals to which you can link directly from your reading list instead of requesting a scan.

If you have any questions about sourcing suitable resources for your module, please contact your [Academic Librarian](#)