**Overview**

Any item that has been copied from a print source must go through the digitisation process in order to be copyright compliant. This process is required regardless of how resources are provided to students (e.g. photocopied, scanned, and provided online, or included in a print Course Pack). If you do not already have a scanned version of the print resource, the digitisation process will prompt the library to scan these items for you.

**How to request a digitisation**

- Navigate to your reading list, click *Edit*, then *Edit List*
- Click *Request Digitisation* on the relevant item in your list

You will be prompted to fill in a form

**Important:** Different fields are required for different item types e.g. a single chapter, sections of a book or journal article

**How to complete the digitisation form**

- To request a single chapter, click *Book chapter* and enter required fields
- To request a page range or more than one chapter from the same book (if they are cumulatively less than 10%), click *Section of a book*
- Enter required fields for each section, adding another line if necessary. These will be digitised as one document. For separate scans, you must make individual requests
- Use the *Journal article* tab when a scan from a print journal is required. Enter and check required fields
- **Do not** use the Notes tab unless you want to include separate pages of footnotes or references
- *Course details* and *About you* fields should auto-populate. If they don’t, contact your Subject Librarian
For further help go to www.waikato.ac.nz/library/reading-lists or ask your Subject Librarian