OVERVIEW
This step is necessary for providing digitised versions of hardcopy materials. It also records and reports copying that has been done under the CLL University Licence Agreement. Digitisation must also be requested for items that are to be scanned for Moodle.

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
- Click Submit request
**IF YOUR REQUEST IS REJECTED OR REFERRED**

When a request is submitted, the system checks copyright and library holdings. Your request may be rejected or referred if:

- **An electronic copy is held.** Either link to the full text or if the item is for a print course pack, click Proceed with request anyway.

- **Copyright is breached.** You may be able to Edit values and resubmit your request to ensure it meets copyright compliance checks (this usually requires reducing the number of pages to be scanned).

- **It is not held.** The Library will try to source the item and will get in touch with you if this is not possible. For a quicker result, either upload your own scan or lend your copy to Library Staff to scan.

- **The system can't identify the item.** Contact readinglists@waikato.ac.nz for advice.

**IF YOUR REQUEST IS ACCEPTED**

- If your request passes copyright checks you will receive a message advising this. The Library will then source and digitise the item.
- The scanned item will be added to the correct reading list and you will receive a confirmation email. The URL in this email can be added to any digital medium such as Moodle, MyWeb, Edlinked, email, webpage, blog etc. (See Can I link Reading Lists FAQ for Staff)
- To use this item in a different reading list, you must re-request digitisation while in the new list.

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Dear Publisher's name

You requested digitisation on 18 Nov 2015 for
Chapter/section: Myths and misunderstandings about assessment
Book title: The hidden lives of learners
Authors/Editors: Nuthall, Graham.; New Zealand Council for Educational Research.
ISBN(s): 9781877398247, 1877398241

We are pleased to inform you this request has been digitised. It will be available during the selected teaching period at the following link:
http://content.talisaspire.com/waikato/bundles/564bde9a4469ee4d23000006

You can use this link to share the item elsewhere.

For further help go to [www.waikato.ac.nz/library/reading-lists](http://www.waikato.ac.nz/library/reading-lists) or ask your **Subject Librarian**