**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 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, select **Book** from the drop down menu then enter required fields
- To request a page range or more than one chapter from the same book (if they are cumulatively less than 10%), untick **this is a full chapter**
- Enter required fields for each section, adding another line if necessary
- All mandatory fields must be filled before you are able to move on to the next step
- If a copy of the item is not held, there is an option to upload a PDF copy
- These will be digitised as one document. For separate scans, you must make individual requests
- Select **Journal article** when a scan from a print journal is required
- Enter and check required fields

- **Course details** should auto-populate. If they don’t contact your Subject Librarian
- Click **Next step**

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

WRL Guides Group, February 2019
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 cannot identify the item.** Contact readinglists@waikato.ac.nz for advice

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If your request has been rejected

*Existing electronic copy available*

You requested the following resource:


Your request has been declined. We are pleased to inform you that we have checked the Library catalogue and determined that there is an existing electronic copy already available. We recommend you use this instead of making an additional digital copy. Should you require any further assistance, please contact the Library digitisation team (readinglists@waikato.ac.nz).

*View Electronic Copy*

**Proceed with request anyway**

If you wish to proceed with your request, please provide your reasons:

- **Reason:**

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Your digitisation request has been rejected (#8481)

To me: Jane Smith

10 Nov. 2017

This email is about your digitisation request made for:

- Title: Replicable Beginnings: New Zealand Literacy History is the Late 19th to 20th Century
- Author: Mark Williams
- Year: 2009

This email is sent to inform you that your request has been declined. We have checked the Library catalogue and determined that there is an existing electronic copy already available. We recommend you use this instead of making an additional digital copy.

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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, email, webpage, blog etc. (See Can I link to my Waikato Reading Lists in the For Staff FAQs)
- To use this item in a different reading list, you must re-request digitisation while in the new list

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This link will be live only for the relevant teaching period

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or ask your **Academic Liaison Librarian**