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 the vertical ellipsis on the relevant item in your list then select Request Digitisation
- 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 Academic Liaison Librarian
- **Click Next step**

- **Check your contact details then Submit request**

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
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

![Your request (reference #8482) has been rejected](image)

**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

![Reading list digitisation completed (#8315)](image)

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WRL Guides Group, February 2019