How do I make a digitisation request for a chapter or 10% of book

1. Search for your items in Library Search (or elsewhere if not available)
2. Using the Bookmarklet, bookmark the book.
3. From Add field select the option Has part (chapter, article, etc.)... and click Add:

4. Select the appropriate Resource Type.
5. Then add the details (such as title, authors, page numbers) and click Create & Add to List.
6. Decide on where the item will sit on the list
7. Decide on the importance of the item (required or recommended) and any notes to the students. (The item should be on your reading list).
8. From your reading list homepage select Edit list from the Edit drop-down menu:
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9. Find the item and click on the orange Request Digitisation button:

10. Select the resource type to be digitised, e.g. a book chapter or section, or a journal article.

11. Fill out the other details as applicable, as in the example above (Book Chapter).
   
   Only complete the Notes screen if there are bibliographic references required from a different section of the item; otherwise select Next step.

12. Select the ‘Section of a book’ field and enter the page range required (if known).

In cases where multiple page ranges are required, (e.g. for selected pages) select ‘Add another’ to create an additional page range field for each set of page ranges.
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13. On the next page enter the course details (code and name). The Start date and End date will match your reading list start and end dates. Select Next step.

14. Your contact details will populated from your reading list account. Select Submit request.
15. Remember to select Publish to save your changes: