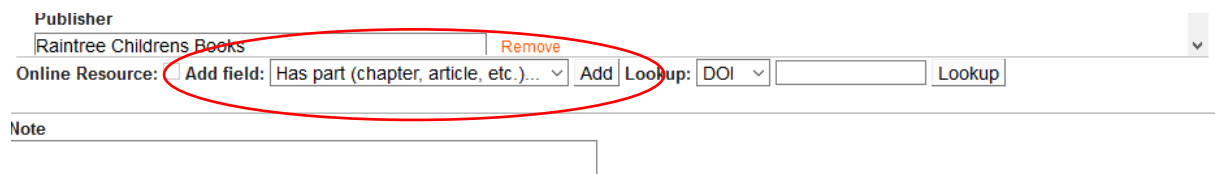


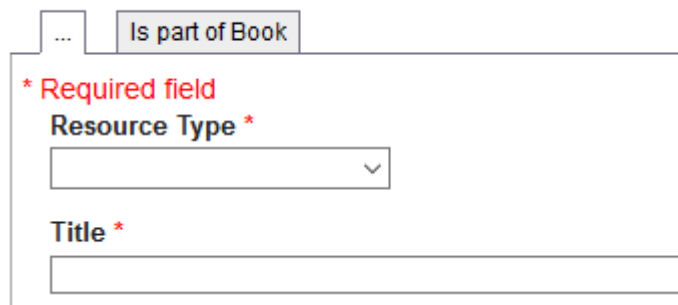
How do I make a digitisation request for a chapter or 10 % of book

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**:



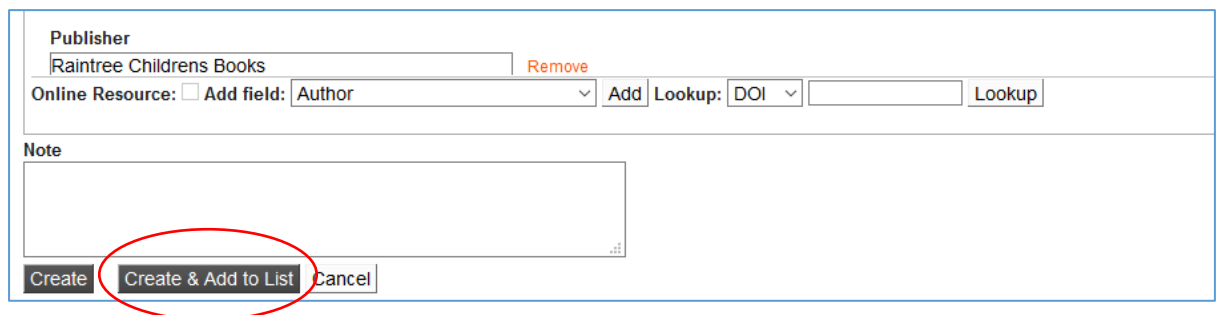
The screenshot shows a form with a 'Publisher' field containing 'Raintree Childrens Books' and a 'Remove' button. Below it is the 'Online Resource:' section with an 'Add field:' dropdown menu. A red oval highlights the 'Add field:' dropdown, which is currently set to 'Has part (chapter, article, etc.)...'. To the right of the dropdown are 'Add' and 'Lookup:' buttons. A red arrow points to the 'Add field:' dropdown.

4. Select the appropriate **Resource Type**.



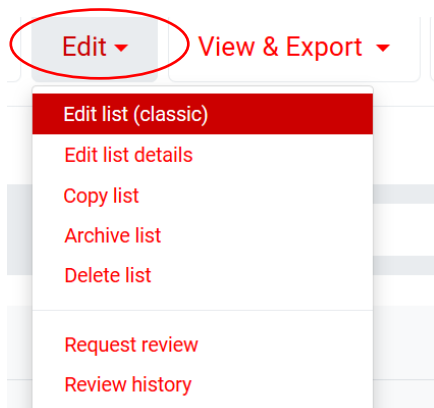
The screenshot shows a dropdown menu with 'Is part of Book' selected. Below the dropdown is a red asterisk and the text '* Required field'. Below that is the label 'Resource Type *' and a dropdown menu. Below that is the label 'Title *' and a text input field.

5. Then add the details (such as title, authors, page numbers) and click **Create & Add to List**.



The screenshot shows a form with a 'Publisher' field containing 'Raintree Childrens Books' and a 'Remove' button. Below it is the 'Online Resource:' section with an 'Add field:' dropdown menu set to 'Author'. To the right of the dropdown are 'Add' and 'Lookup:' buttons. Below that is a 'Note' text area. At the bottom of the form are three buttons: 'Create', 'Create & Add to List', and 'Cancel'. A red oval highlights the 'Create & Add to List' button, and a red arrow points to it.

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:



The screenshot shows a dropdown menu with 'Edit' selected. Below the dropdown is a red asterisk and the text '* Required field'. Below that is the label 'Resource Type *' and a dropdown menu. Below that is the label 'Title *' and a text input field.

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

9. Find the item and click on the orange **Request Digitisation** button:

✦ Fashion, Design and Events - Kim Williams, Jennifer Laing, Warwick Frost, Ebook Library, 2013 Book Set Importance Edit notes and importance Request Digitisation
✦ An introduction to Japanese society - Sugimoto, Yoshio, 2010-07-02 Chapter Set Importance Edit notes and importance Request Digitisation
✦ Humanitarian work psychology - Palgrave Connect (Online Service), 2012 (electronic resource) Book Set Importance Edit notes and importance Request Digitisation

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



Request a new digitisation

Resource details | Notes | Course details | About you

Resource type:

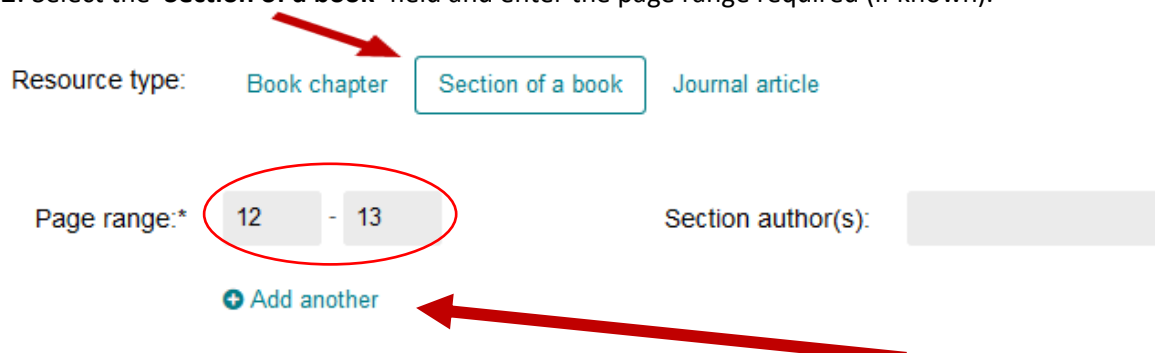
Chapter or section name:*

Section author(s):

ISBN:*
I don't know the ISBN

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).



Resource type:

Page range:* -

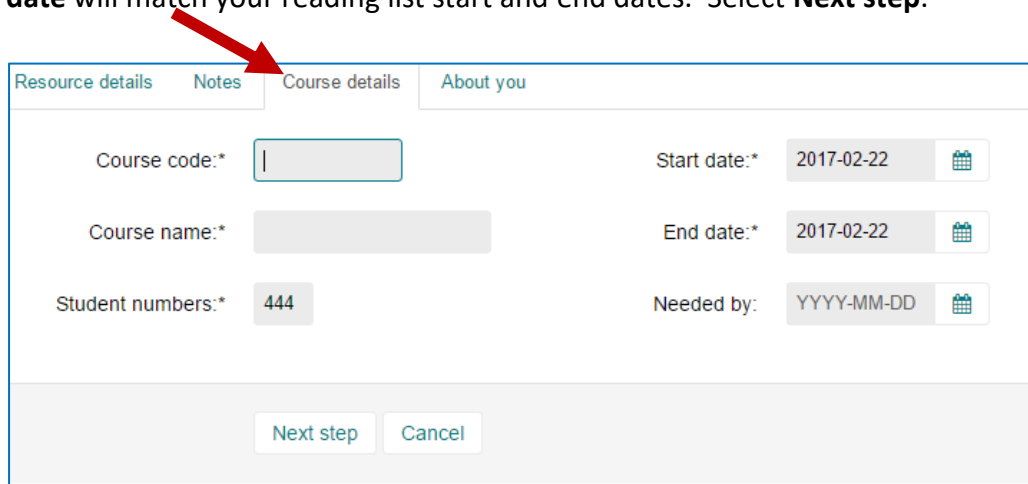
Section author(s):

[+ Add another](#)

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.

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

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**.




The screenshot shows a web form with four tabs: 'Resource details', 'Notes', 'Course details', and 'About you'. The 'Course details' tab is active. The form contains the following fields:

Course code:*	<input type="text"/>	Start date:*	2017-02-22
Course name:*	<input type="text"/>	End date:*	2017-02-22
Student numbers:*	444	Needed by:	YYYY-MM-DD

At the bottom of the form, there are two buttons: 'Next step' and 'Cancel'. A red arrow points from the text above to the 'Next step' button.

14. Your contact details will be populated from your reading list account. **Select Submit request.**

15. Remember to select **Publish** to save your changes:



The screenshot shows two buttons side-by-side: 'Publish' and 'Save Draft'. The 'Publish' button is dark grey, and the 'Save Draft' button is light grey.