Griffith UNIVERSITY

Reading Lists How-to Guide

Requesting digitisations

This How-to Guide covers the following:

Requesting a digitisation: For a print chapter of a book	**Requesting a digitisation:** For a print section of a book
Requesting a digitisation: For a print journal article	**Add your own document:** Load a pdf or Word document
Re-requesting digitisations: Re-requesting expired digitisations for next teaching period	**Digitisation outcomes:** What happens after the digitisation has been requested

NOTES:

Digitisations can be requested for:

- Chapters or sections of PRINT books
- PRINT journal articles

A bookmark for the resource needs to exist prior to requesting digitisation. See the Getting started and Adding resources how-to guides to create and add bookmarks to a reading list.

Digitisation is not required for electronic resources that have the VIEW ONLINE button displayed next to the citation in the reading list.

Requesting a digitisation – print chapter of a book:

1. Access the reading list. Log in.
2. Click on **Edit**, then **Edit list**.
3. Locate the resource (e.g. book chapter) in the list. If item is not in the list, see the Adding resources how-to guide. Click **Request Digitisation**.

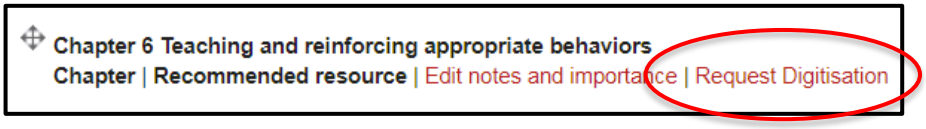

Figure 1. Request Digitisation

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4. The **Request a new digitisation** form opens. There are three steps to finalise the request but usually all required information auto-populates and it is only necessary to check and submit. (Note: For some titles an intermediate pop-up screen prompts you to choose an ISBN. If this appears, click on the drop-down arrow and choose the first ISBN and then **Submit**.)

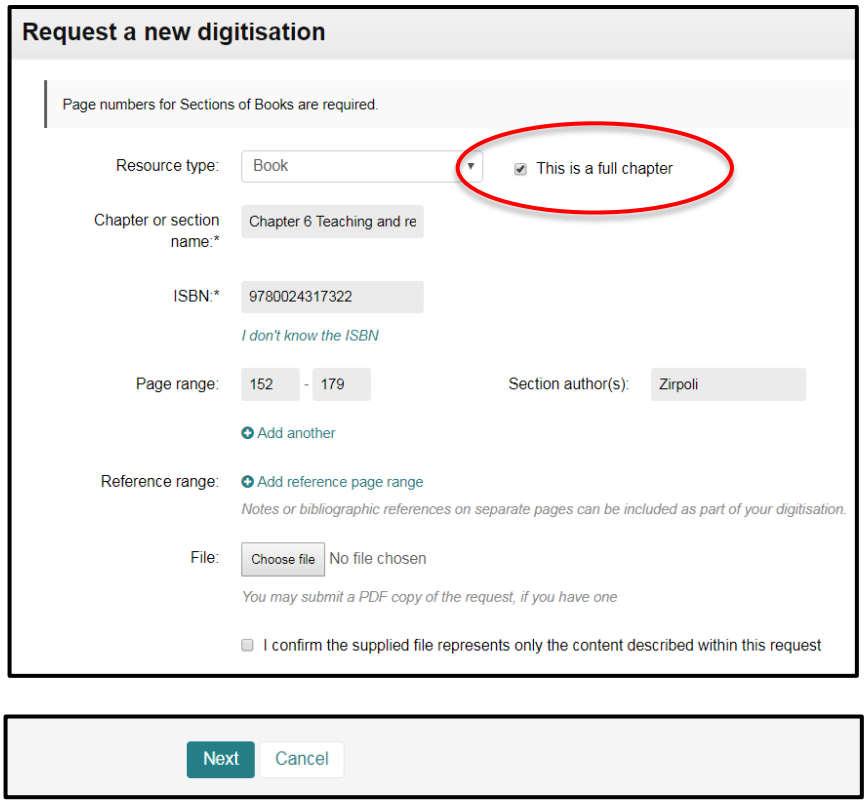

Figure 2. Request a new digitisation form – book chapter

5. For a book chapter, make sure the **This is a full chapter** box is ticked. All other information should be already included. If there are any errors or missing information you will be prompted to enter the details.

    a. If there is a notes or reference page separated from the chapter which needs to be digitised, click on **Add reference page range** and complete the page range fields. (Note: these pages are included in the total number of pages allowed by copyright.)

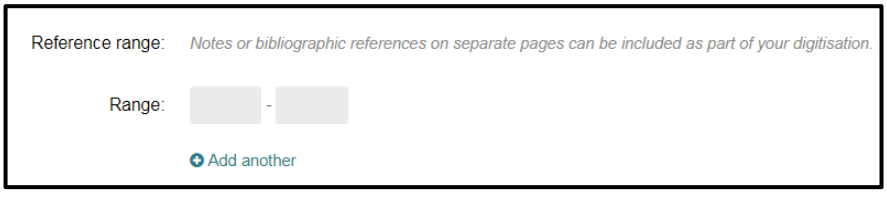

Figure 3. Add reference page range

6. Click **Next** at the bottom of the page.
7. The next page shows the course details. Most of this information is auto-populated but you can make some changes.
    a. The **start** and **end dates** default to the time period for the course but can be changed.
    b. The **Needed by** date can be left blank.
    c. Add or change the **Student Numbers** (an estimate of the number of students in the course is OK if exact number is unknown).
8. Click **Next step.**
9. The last page shows your **name** and **email.** This is auto-populated but you can change if requesting on behalf of someone else.
10. Click **Submit request**.
11. There are several possible outcomes after submitting the request. See Digitisation Outcomes section below for further information.

Requesting a digitisation – print section of a book:

1. Access the reading list. Log in.
2. Click on **Edit**, then **Edit list**.
3. Locate the resource (e.g. book section) in the list. If item is not in the list, see the Adding resources how-to guide. Click **Request Digitisation**.

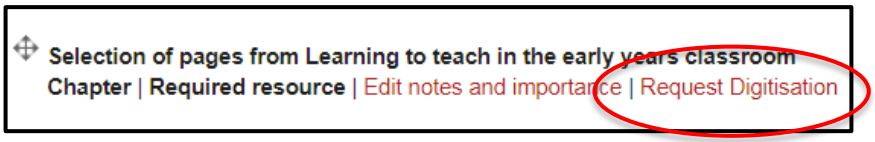

Figure 4. Request Digitisation

4. The **Request a new digitisation** form opens. There are three steps to finalise the request but usually all required information auto-populates and it is only necessary to check and submit. (Note: For some titles an intermediate pop-up screen prompts you to choose an ISBN. If this appears, click on the drop-down arrow and choose the first ISBN and then **Submit**.)

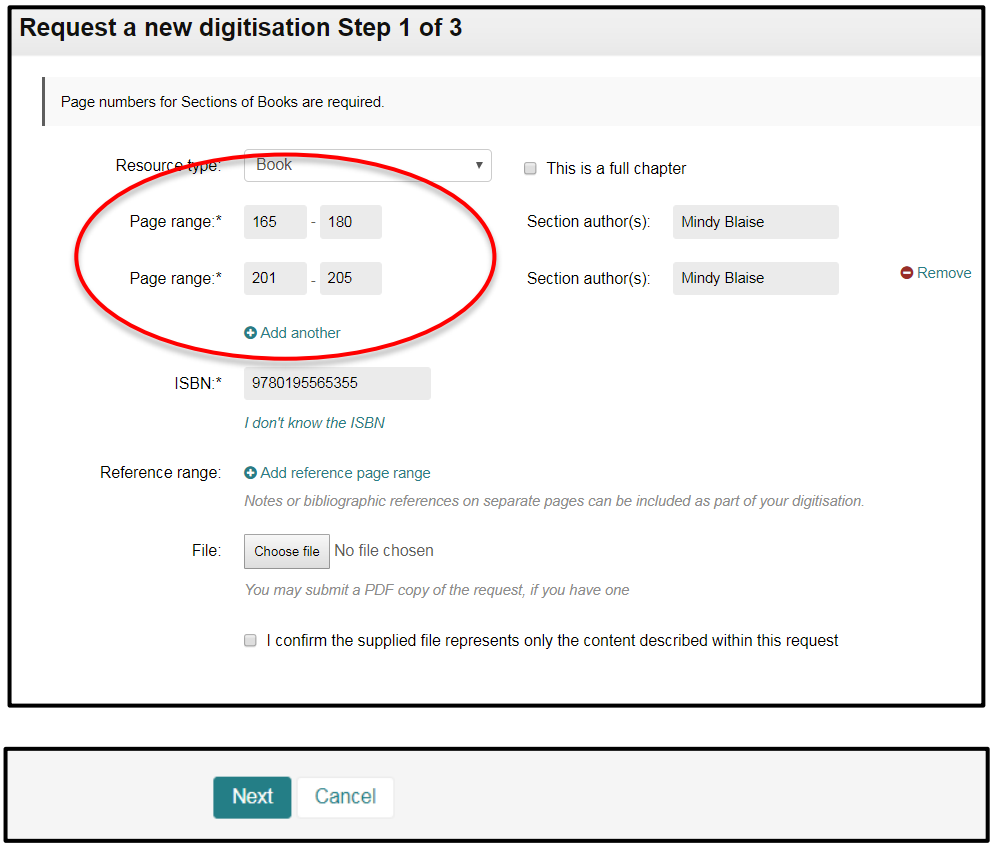

Figure 5. Request a new digitisation form – section of a book

5. For a section of a book (not a whole chapter), untick the **This is a full chapter** box to display the page range fields.
6. Click **Add another** to choose more than one page range, including any reference or note sections. All other information should be already included. If there are any errors or missing information you will be prompted to enter the details.
7. Click **Next** at the bottom of the page.
8. The next page shows the course details. Most of this information is auto-populated but you can make some changes.
    a. The **start** and **end dates** default to the time period for the course but can be changed.
    b. The **Needed by** date can be left blank.
    c. Add or change the **Student Numbers** (an estimate of the number of students in the course is OK if exact number is unknown).
9. Click **Next step.**
10. The last page shows your **name** and **email.** This is auto-populated but you can change if requesting on behalf of someone else.
11. Click **Submit request**.
12. There are several possible outcomes after submitting the request. See Digitisation Outcomes section below for further information.

Requesting a digitisation – print journal article:

1. Access the reading list. Log in.
2. Click on **Edit**, then **Edit list**.
3. Locate the resource (e.g. journal article) in the list. If item is not in the list, see the Adding resources how-to guide. Click **Request Digitisation**.

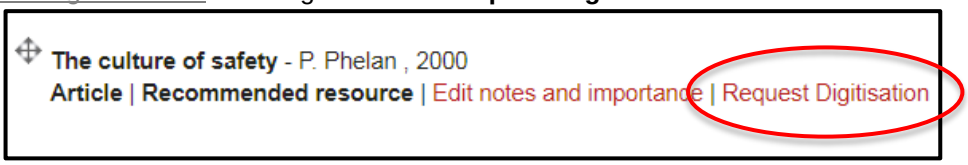

Figure 6. Request digitisation

4. The **Request a new digitisation** form opens. There are three steps to finalise the request but usually all required information auto-populates and it is only necessary to check and submit.

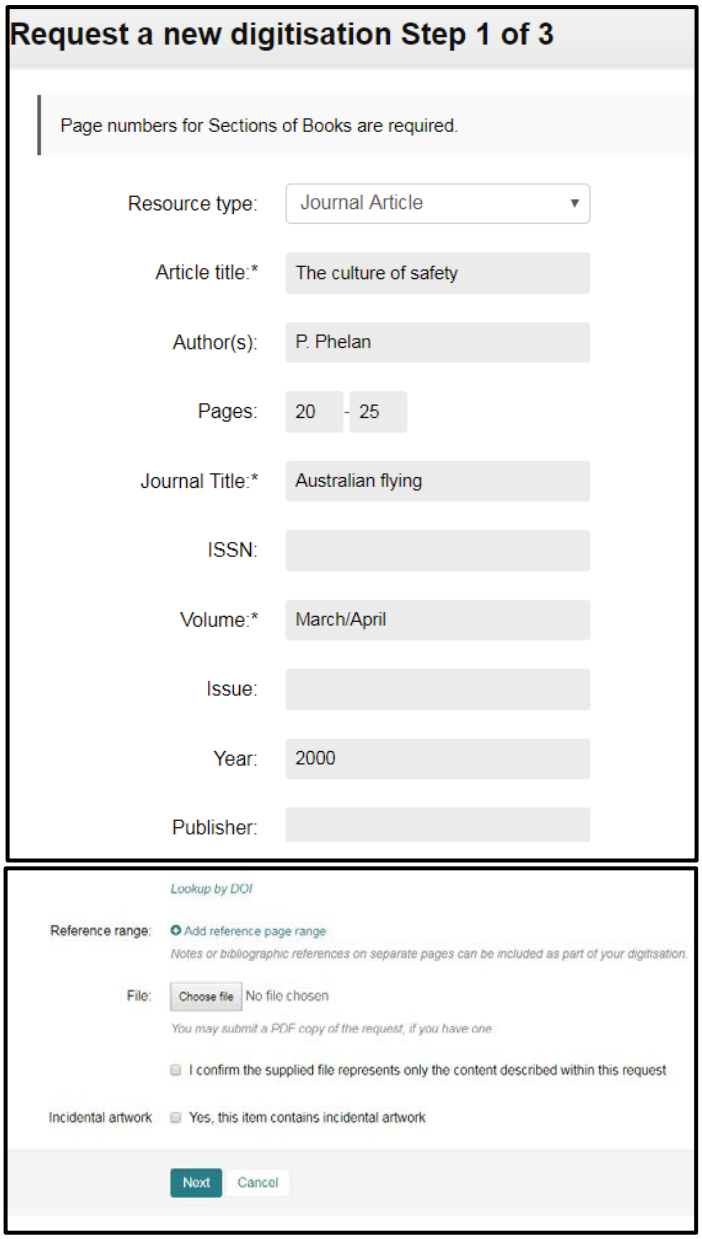

Figure 7. Request a new digitisation form – print journal article

5. Review the request and enter any required (*) information.
    a. If there is a notes or reference page separated from the chapter which needs to be digitised, click on **Add reference page range** and complete the page range fields. (Note: these pages are included in the total number of pages allowed by copyright.)

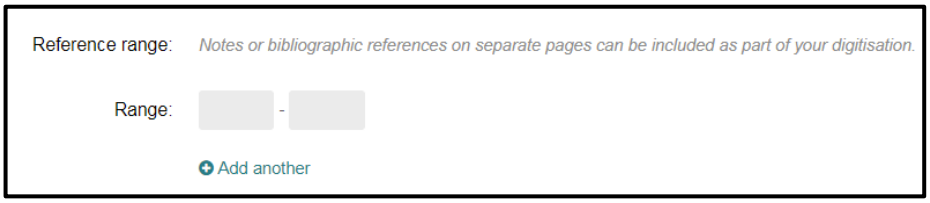

Figure 8. Add reference page range

6. Click **Next** at the bottom of the page.
7. The next page shows the course details. Most of this information is auto-populated but you can make some changes.
    a. The **start** and **end dates** default to the time period for the course but can be changed.
    b. The **Needed by** date can be left blank.
    c. Add or change the **Student Numbers** (an estimate of the number of students in the course is OK if exact number is unknown).
8. Click **Next step.**
9. The last page shows your **name** and **email.** This is auto-populated but you can change if requesting on behalf of someone else.
10. Click **Submit request**.
11. There are several possible outcomes after submitting the request. See Digitisation Outcomes section below for further information.

Add your own document:

You are able to load a pdf or Word document instead of requesting Reading List staff to create a digitisation. However, the system is intended for copyrighted material and will check the document to apply copyright restrictions (e.g. your request is more than 1 chapter or 10% of the total pages of a work). For non-copyrighted material, you can load the item to your Learning@Griffith course site and then add a manual bookmark (See Adding resources how-to guide) to the reading list. In the bookmark add a student note such as: This document can be accessed via the Learning@Griffith site for this course."

1. Access the reading list. Log in.
2. Click on **Edit**, then **Edit list**.
3. Locate the resource (e.g. book section or journal article) in the list. If item is not in the list, see the Adding resources how-to guide. Click **Request Digitisation**.

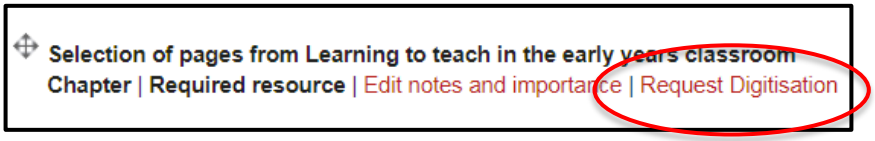

Figure 4. Request Digitisation

4. The **Request a new digitisation** form opens and auto-populates.

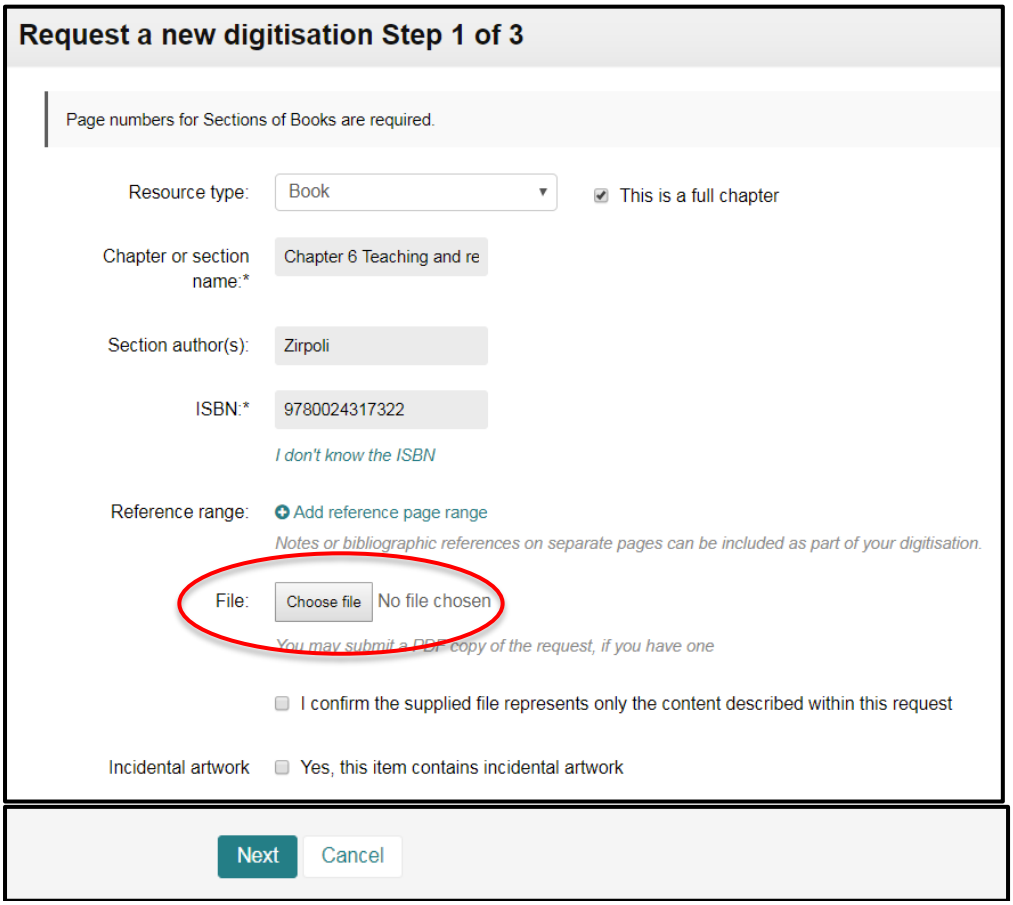

Figure 7. Request a new digitisation form – book chapter/section

5. Click on **Choose File** to upload file.
6. Browse for the file on your computer and select **open**.
7. Tick the box in the form confirming that the file only contains the content reflected by the information you added to the metadata fields.
8. Tick the box for incidental artwork only if the digitisation includes images, not including graphs and tables.
9. Click **Next** at the bottom of the page.
10. The next page shows the course details. Most of this information is auto-populated but you can make some changes.
    a. The **start** and **end dates** default to the time period for the course but can be changed.
    b. The **Needed by** date can be left blank.
    c. Add or change the **Student Numbers** (an estimate of the number of students in the course is OK if exact number is unknown).
11. Click **Next step.**
12. The last page shows your **name** and **email.** This is auto-populated but you can change if requesting on behalf of someone else.
13. Click **Submit request**.
14. There are several possible outcomes after submitting the request. See Digitisation Outcomes section below for further information.

Re-requesting digitisations (see requesting digitisation sections above):

Due to copyright requirements, digitised chapters have a start and end date that aligns with the period the course is offered. When these dates have lapsed, the digitisations expire and they need to be re-requested. This also gives list owners an opportunity to review and update the list for any changes.

Digitisation outcomes:

The following are possible outcomes of the digitisation request. Reading List staff will contact you if further action is required.

If the digitisation request passes the copyright checking it will be "accepted." Click **Close**. You may have to wait a few minutes while the coversheet is attached before it is accessible via the reading list and the VIEW ONLINE button appears.

Figure 9. Attaching coversheet

If the digitisation request is successful the status displays as **Digitisation live** in the **Edit (Draft)** mode of the reading list.

Figure 10. Digitisation live

When you **Publish** the list the VIEW ONLINE button will be displayed.

While your request is being processed the **Digitisation pending** message will display in the **Edit (Draft)** mode of the reading list. You will receive a confirmation email when the resource is available and the message changes to **Digitisation live**.

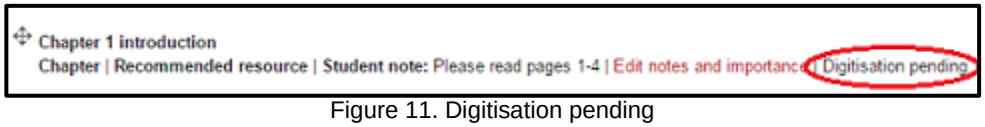

Figure 11. Digitisation pending

If the request is not fulfilled immediately, Reading List staff will review and process. An email is sent when the request has been completed or if there is any issue.

If the digitisation is rejected due to exceeding copyright allowance (e.g. your request is more than one chapter or 10% of the total pages) Reading List staff will add a note:

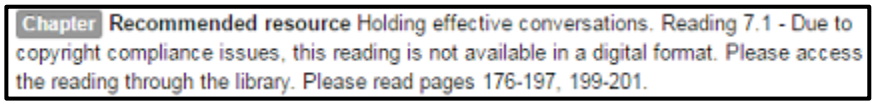

Figure 12. Copyright compliance note

If there is a newer edition of your book in the Library Catalogue, the system may prompt you to choose which edition to use. If you choose the newer edition, you can update the page numbers for the relevant chapter/section before resubmitting. Reading List staff will then update the reading list with the newer edition and load the correct scan. If you want to use the older edition, select **Proceed with request anyway** and it will be processed as usual.

Figure 13. Newer edition available

The resource bookmark can be published in the reading list without the digitisation. Students will be directed to the Library Catalogue until the request has been processed.

For further assistance contact

07 3735 5555 (Brisbane) or 07 5552 5555 (Gold Coast)