

Request a Digitisation

<http://resourcelists.ed.ac.uk> | @ResourceListsEd | Library.Learning@ed.ac.uk



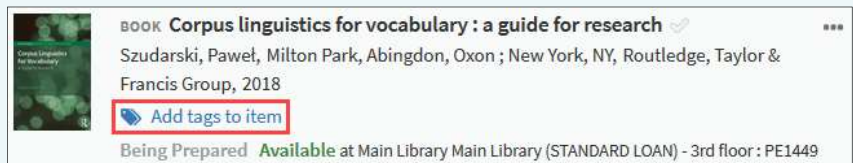
The Library has a licence from the Copyright Licensing Agency (CLA). This allows the E-reserve team to provide copyright-compliant digitisations (scans) for teaching. This guide will show you how to request digitisations of book chapters, pages, or journal articles, via your Resource List.

You can also request digitisations from books the Library doesn't currently hold (we'll buy a copy and then provide the scan).

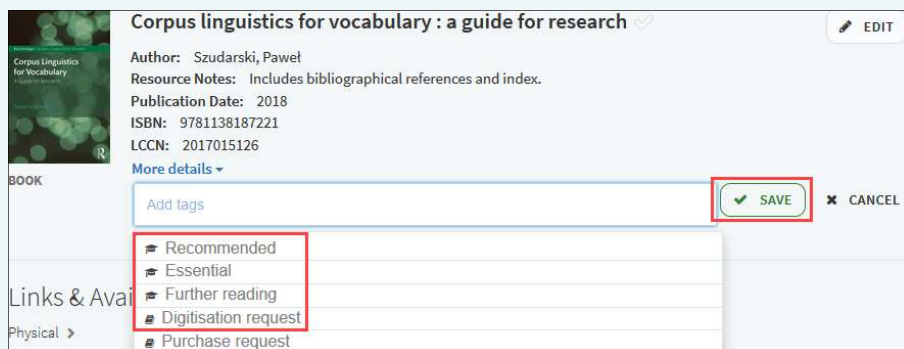
i There are limits on what can be scanned. For books, this is usually 10% or one chapter (whichever is greater). In some cases, the Library may be able to negotiate use of second extracts.

1. If the book or journal article isn't already on your list, first add it to your Resource List.

2. Go to the citation and click on **Add tags to item**.



3. Select the priority, then select the **Digitisation request** tag and click **Save**.



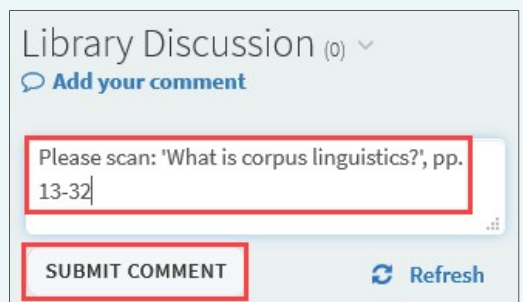
4. Click on the book or journal citation to view the item details.

5. Click on **Library Discussion** in the right-hand panel.

6. Add a note to tell the Library what you'd like digitised. Remember to include the **page numbers** and **chapter or article title**.

i It's important to include the chapter title as page numbers can vary with editions.

7. Click on **submit comment**.



8. When you have finished adding your digitisation requests, click on **send list for review**.

9. The E-reserve team will link the scan to the citation when it's available.

How the Library manages digitisation requests

The Library will prioritise provision of 'Essential' reading items. 'Recommended' requests will be processed when 'Essential' reading requests have been completed. 'Further reading' requests will be processed when 'Recommended' requests are completed. Timescales will depend on the volume of requests received.

① If you add notes to 'Essential' items for students highlighting which chapters or pages they should read, the Library will use this information to provide a scan if no e-book is available.

Before providing a scan the Library checks for an e-book. If a suitable e-book is available, no scan will be provided.

There are limits to how much of a book can be scanned- usually one chapter or 10% whichever is greater. In some cases a second extract may be provided. This is not guaranteed and the cost incurred may be prohibitive.

Not all books can be scanned. The CLA (copyright) licence covers most items that are published in the UK plus many published overseas, although some titles and territories are excluded. The E-reserve team may pursue direct rights holder permission for excluded essential readings. However, where large amounts of third party content (eg images) are present in the extract this may not be practical.

If the Library has difficulty sourcing a scan, we may ask Course organisers to send us their own scan. We will carry out necessary checks, add the required coversheet and link the scan to the Resource List.

You should not upload your own scans to Resource Lists or Learn courses unless the material is out of copyright, you are the rightsholder or you have explicit permission from the rightsholder to use the material.

Any files uploaded to Resource Lists will not be visible to students unless the citation has the status 'Complete'. The Library will not make these files visible if they are in breach of copyright and will try to source a copyright-compliant scan which can be used for teaching.

The Library will link copyright-compliant digitisations to the corresponding citations on a Resource List. A '**Digitisation available**' tag will be added to citations by the library to highlight availability to students. Students can also use this tag to filter their lists to easily find digitisations of key chapters/pages.

Be prepared to use an alternative text if an item is not available as an e-book and is not covered by the CLA licence.



Library Learning Services, University of Edinburgh, October 2020

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