Guide to requesting digitisations

What are digitisations?

- **Digitisations** are licensed scanned extracts from books or journals that can be requested using the online reading list system [http://readinglists.westminster.ac.uk](http://readinglists.westminster.ac.uk).

- The Library provides a scanning service (**subject to licence and copyright restrictions**) for items that are not available electronically in the Library’s collections.

When should I request a digitisation?

- If a required book is not available as an institutional e-book on **Library Search**, a digitisation request can be made for **one chapter or 10%** of the hard-copy book (whichever is greater).

- If a required journal article is not covered by the Library’s e-journal subscriptions, a digitisation request can be made for **one article per journal issue**.

Why should I request digitisations via the online reading list system?

- Guaranteed compliance with the University’s [CLA Copyright License](http://readinglists.westminster.ac.uk).

- Increased visibility - digitisations automatically linked to the online reading list.

- Efficient maintenance of digitisations – check which readings have online access and add, remove or retain digitisations for each new academic year.

How do I request a digitisation?

- To request a digitisation, the item must be bookmarked to your online reading list.

- Full instructions for bookmarking can be found [here](http://readinglists.westminster.ac.uk).

- If you require further assistance, contact your [Academic Liaison Librarian](http://readinglists.westminster.ac.uk).

- To request a book chapter, check whether the book is listed on **Library Search** and bookmark from Library Search if available. If there is already an e-book version, this can be added to your list and a digitisation is not required.

- If the book is not currently in the Library’s collection you can still request a chapter digitisation by bookmarking to your list from [www.amazon.co.uk](http://readinglists.westminster.ac.uk).

- To request a journal article that is not available as part of the Library’s subscriptions, bookmark the details from the publisher’s website on the article abstracts page.
Request a chapter from a source bookmarked in your reading list

- Open your online reading list in **Edit** mode and click **Request Digitisation**.

- Where possible, select the ISBN that matches the one in your original bookmark. As a last resort select **I do not know the ISBN**.
- Enter the chapter title/section name and section author(s) for the chapter.
- For an extract, untick **this is a full chapter** and enter the required **page range**.

- If the bibliographic references are separated from the main chapter text, these can be requested by entering the page range for the reference list in the **Reference range**.
Request an article from a source bookmarked in your reading list

- Open your online reading list in **Edit** mode and click **Request Digitisation**.

- If the DOI (Digital Object Identifier – unique identifier for online journal articles) is included, there is no need to fill out further details about the article.

- Where the DOI is unknown, a window containing the article details will appear. Enter any missing details, particularly the fields with an **asterisk**.*
Complete your request

- Start and end dates should be automatically included. If missing, make the **start date 1st August** and the end date **31st July** of the relevant academic year.
- Enter the date the digitisation is **needed by**.
- You can request the digitisation is added to an additional module using **Add another course**.

![Request a new digitisation](image)

- Make sure your email is correct and submit the request.
- You will see an onscreen confirmation that the request has been submitted.
- All requests are reviewed for processing by the Digitisation Team.

![Request a new digitisation](image)