
Requesting scans

Introduction


When you add a print book or journal article to your list, you can also request a scan of the specific chapter/excerpt/article that you wish your students to read. The Library will source and upload the scan to your list.

What can we scan?

- The University's [Copyright Licensing Agency \(CLA\) licence](#) permits the Library to scan:
 - one chapter or 10% (whichever is the greater) of a book per course unit;
 - one article or 10% (whichever is the greater) of a journal issue per course unit.
- Some resources are excluded from the CLA licence by material type (e.g. printed music, maps), country, publisher, or author. Your request will be checked at the point of submission, and the Library will contact you directly if there is a problem with your request.

If you require further information about what can and cannot be scanned under the terms of our CLA licence, please contact the Library's Content Procurement team at lib-resource-lists@bristol.ac.uk.

Requesting scans

- Open the Resource Lists homepage (<https://bristol.rl.talis.com/>), and click on **My Lists** in the black bar at the top of the screen.
- On the **My Lists** page, click on the title of the list for which you wish to request scans to open it in your browser.
- Find the list item from which you wish to request a scan, using the search box at the top-right of the list.
- Click  to the right of the resource, and choose "Request digitisation" from the drop-down menu.
- A pop-up form entitled **Request digitisation** will open.
- The first page of the form contains information about the book/journal and the chapter/article required. Much of it will have been completed automatically, but you may need to add in some details – for example, a chapter title or page range. When you have provided sufficient details, click **Next**.
- On the second page, enter a date in the **Needed by** field. Other fields should have been completed automatically, but you can manually enter details about the course unit (such as title and unit code) if required.

- Check that your contact details are correct in the final page of the form, and click **Submit request**.

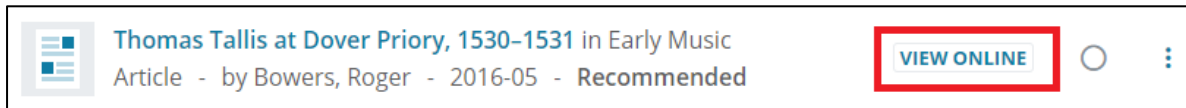
A few seconds after submitting your request, you will receive a message indicating whether the scan can be provided under the terms of the University’s CLA licence (see page 1).

- If your request is **accepted**, the Library will create the scan and upload it to your list as soon as possible (minimum notice of 15 working days is required).
- If your request is **referred** or **rejected**, the Library will perform manual checks, and either upload the scan (if it turns out to be compliant) or contact you directly if the request cannot be fulfilled.

Viewing a scan

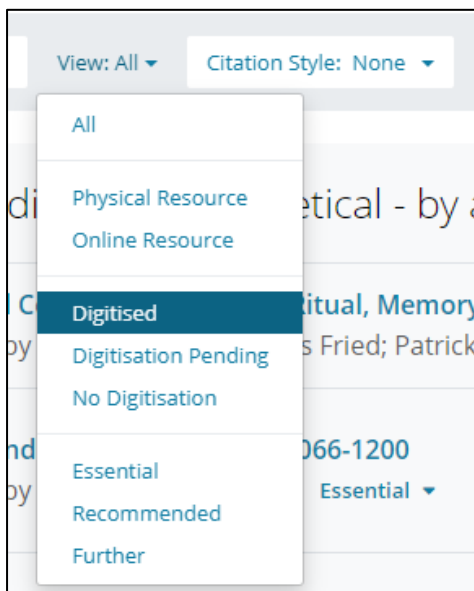
When the scan has been uploaded by the Library, you will receive an email from Resource Lists indicating that your request has been completed.

The scan will automatically be linked to the appropriate entry in your list, where it can be viewed by clicking on the **VIEW ONLINE** button.



You and your students will also be able to download a copy of the scan from this location.

To view all scanned items on a list, click **View All** at the top of the list, and select “Digitised” from the drop-down menu (see below).



Please note

Scans requested prior to the beginning of teaching block 1 will become available on 1 September.

Removing scans from the list

If you no longer require a particular scan for teaching, please contact Library's Content Procurement team at lib-resource-lists@bristol.ac.uk with details.