

## Request digitisation from a reading list

For material that isn't available electronically, you can now make a digitisation request directly from your reading list.

## How to request digitisation

1. Once you have added an item to your list, click on the three dots to bring up the item edit menu.

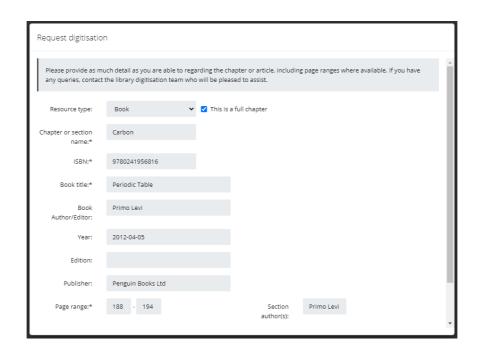


2. Select 'Request Digitisation'.

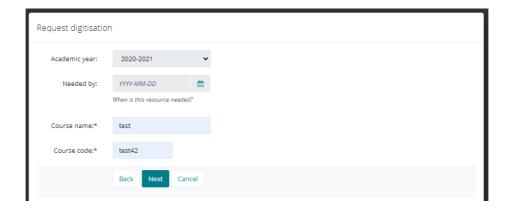


3. This will load a form which is prefilled with information from the reading list.

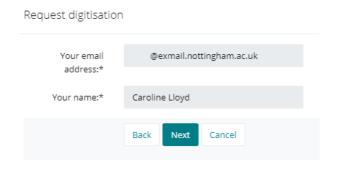
Please add the page numbers, including endnotes, if you know them and then click 'Next'



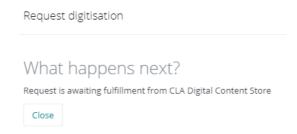
4. Ensure the correct academic year has been selected and enter the module name and code.



5. Your name and email address will be filled in automatically. You can change this if you are adding a request on behalf of someone else and would prefer us to contact them direct.



6. Click 'Next' and your request will be submitted to the Scanning Service.



We will get in touch if we need more information regarding your request, and to inform you of the outcome.

## Help and support

Visit the <u>Libraries website</u> for more information about the scanning service.

If you have any questions please email <a href="mailto:scanningrequests@nottingham.ac.uk">scanningrequests@nottingham.ac.uk</a>