Request new scans
This document provides guidance for academics who have previously used the Library’s eReserve service, and have had their existing scans transferred to the new Reading List system for 2017-18.

If you require general information about creating a reading list, and requesting scans for teaching, please see the support documents available from the Reading Lists website.

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Introduction
The process of requesting new chapter and article scans from print resources uses some of the standard techniques for adding resources to an online reading list. For this reason, if you are planning to use your scans list as the basis of a full reading list for your unit, we recommend that you refer to the general documentation on editing and structuring your list, adding resources to your list, and requesting scans on the Reading Lists website.

This document is aimed at academic teaching staff who currently wish to use an online reading list solely for hosting scanned material.

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 code.
- 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’s Content Procurement team 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 Content Procurement team at reading-lists@bristol.ac.uk.
Set up

New resources are added to your list by creating “bookmarks” for them. Bookmarks are created using the bookmark button, a web tool installed in your browser, which collects item details from Library Search and other online resources.

To install the bookmark button:

- Open your browser, and ensure that your **bookmarks** or **favorites** bar is visible.
  - If not, make it visible using the online instructions provided for your chosen browser: Google Chrome, Microsoft Edge and Internet Explorer, Mozilla Firefox, or Safari.
- Navigate to the Reading Lists homepage (http://readinglists.bris.ac.uk), and log in using your University of Bristol username and password.
- Click on **My Bookmarks** in the top menu bar.
- Click on **Install Bookmark Button** in the top-right of the screen.
- Click **Next** in the pop-up instruction box.
- Drag and drop the **Add to My Bookmarks** button from the pop-up instruction box to your browser’s bookmarks bar (see image below).

- When you have successfully added the bookmark button, you will be able to see it in your **bookmarks** or **favorites** bar (see red box in image below).
Adding resources to your list

To request a scan, you must first add the details of the source book or journal to your list. There are three main types of resource that can be scanned for teaching:

- book chapters;
- excerpts from a book by page range (where the required reading does not coincide with a chapter);
- journal articles.

The following pages will describe how to add each of these resource types to your list.

**Book chapters**

- Search for the source book on Library Search.
- Click on the title of the book to open the full library record.
- Ensuring that the Details tab (containing bibliographic details) is showing, click the bookmark button (“Add to My Bookmarks) that you have installed in your bookmarks or favorites bar.
- A bookmarking form will open containing information about the book. From the Add field drop-down menu, select “Has part (chapter, article, etc)”, and click Add (see image below).
A new tab will appear in the form. From the **Resource Type** drop-down menu, select “Chapter”.

- Complete the **Title** field with the title of the chapter, or the chapter number.
- Use the **Add field** drop-down menu to add fields for “Author” and “Pages” – then complete these fields with the appropriate information.
- Click **Create and Add to List**.
- In the pop-up window that appears, check that the unit details in the **Add to list** field match the unit for which you wish to request the scan (see red box in image below).
  - If the wrong unit details are showing, click on the drop-down arrow, and select the correct unit from the list.

![Create & Add to List](image)

- Click **OK** to save the chapter details to your list. Your browser will now return you to Library Search.

**Excerpts from a book by page range**

- Search for the source book on **Library Search**.
- Click on the title of the book to open the full library record.

**The Guinea pigs : a novel / Ludvík Vaculík ; translated by Káca Poláčková.**

- **Available at Arts and Social Sciences Library** (PG5039.32 A2 M6)

- Ensuring that the **Details** tab (containing bibliographic details) is showing, click the bookmark button (“Add to My Bookmarks) that you have installed in your **bookmarks** or **favorites** bar.
• A bookmarking form will open containing information about the book. Click **Create and Add to List**.
• In the pop-up window that appears:
  o Check that the unit details in the **Add to list** field match the unit for which you wish to request the scan (see red box in image below).
    ▪ If the wrong unit details are showing, click on the drop-down arrow, and select the correct unit from the list.
  o Add the page range that you wish to have scanned for your students in the **Note for student** field (see green box in image below).

![Create & Add to List](image)

• Click **OK** to save the book details to your list. Your browser will now return you to Library Search.

**Journal articles**
• Search for the source journal on **Library Search**.
• Click on the title of the journal to open the full library record.

![Journal of imperial and Commonwealth history](image)

• Ensuring that the **Details** tab (containing bibliographic details) is showing, click the bookmark button (“Add to My Bookmarks) that you have installed in your **bookmarks** or **favorites** bar.
A bookmarking form will open containing information about the book. From the **Add field** drop-down menu, select “Has part (chapter, article, etc)”, and click **Add** (see image below).

- A new tab will appear in the form. From the **Resource Type** drop-down menu, select “Article”.
- Complete the **Title** field with the title of the article.
- Use the **Add field** drop-down menu to add fields for “Author”, “Pages”, “Volume” and “Date”.
- Complete the new fields.
  - Enter the year only in the **Date** field.
  - Author and page details are obligatory. Either volume or year can be used, but at least one of them must be present.
- Click **Create and Add to List**.
- In the pop-up window that appears, check that the unit details in the **Add to list** field match the unit for which you wish to request the scan.
  - If the wrong unit details are showing, click on the drop-down arrow, and select the correct unit from the list.
- Click **OK** to save the article details to your list. Your browser will now return you to Library Search.

**Requesting scans from a list**

- Navigate to the Reading Lists homepage ([http://readinglists.bris.ac.uk/](http://readinglists.bris.ac.uk/)), 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.
- Click the **Edit** button beneath the title, and choose **Edit list** from the drop-down menu.
• The list will open in the editing screen. Find the item for which you wish to request a scan, and click **Request Digitisation**.

  ![Chapter 1 - Ludvík Václavík](image)
  ![Set Importance | Edit notes and importance](image) **Request Digitisation**

  - If you are asked to select an ISBN, simply choose the first option for the drop-down menu, and click **Submit**. The Content Procurement team will amend the ISBN details as required when creating the scan.

• A new pop-up form entitled **Request a new digitisation** will appear.

### Chapters and articles

If you have requested a scan of a book chapter or a journal article (i.e. not an excerpt by page range), all of the details required to request the scan will already be present on the form. To complete the request, simply:

- Click on the **About you** tab.

- Click **Submit request**.

### Excerpts by page range

For this type of request, you will need to manually enter the required page range.

- In the **Resource details** tab, open the **Section of a book** section.

- Complete the **Page range** field.
  - If only one page is required, enter the same number in both fields.
  - If multiple page ranges are required, click the **+ Add another** button to add more fields.

- When you have entered the page range details, click on the **About you** tab.

- Click **Submit request**.

A few seconds after submitting your request, you will receive a message indicating whether your request can be fulfilled under the terms of the University’s CLA licence.

- If your request is **accepted**, the Library’s Content Procurement team will make the scan and upload it to the system as soon as possible.

- If your request is **referred** or **rejected**, the Library’s Content Procurement team 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.