Requesting scans

Introduction
One of the benefits of online Reading Lists is that scans of material required for teaching (formerly provided by the eReserve service) can be embedded directly into lists, rather than being stored separately in Blackboard.

Scans are requested through the editing screen of your reading list, and created and uploaded by the Library’s Content Procurement team.

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 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.

Please note

- It is not currently possible to request scans from online Reading Lists that are linked to more than one unit code. If you wish to request scans for such a list, please contact reading-lists@bristol.ac.uk for advice.

Requesting scans

- Navigate to the Reading Lists homepage (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 (see image overleaf).
For further support and advice in using the Reading Lists service, please contact your subject librarian.

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 open. Depending upon how you have bookmarked the item, some fields of the form will have been completed automatically.
- In the Resource details tab, select the type of extract that you wish to have scanned by Resource type (see image below), and complete the required fields.

- Use Section of a book if you wish to request an extract by page range.
  - 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.
- Move through the remaining tabs of the form using the Next step button, completing the required fields as you go.
  - The Notes tab can be used to draw attention to footnotes or endnotes which fall outside of the requested section – otherwise, it can be left blank.
  - Amend the “Needed by” date in the Course details tab, bearing in mind that Content Procurement team requires a minimum of 15 working days to create and upload a scan.
- When you have completed 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 (minimum notice of 15 days is required).
- 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.

Viewing a scan

When the scan is completed and uploaded by the Content Procurement team, you will receive an email from the Reading Lists system (Talis Aspire) indicating that your request has been completed. The scan will automatically be linked to the appropriate entry in your reading list, where it can be viewed by clicking on the Online Resource button, or the title of the resource (see image below).
You and your students will also be able to download a copy of the scan from this location.

**Tip:** you can filter the contents of your list to show only uploaded scans. Click on the **Apply filter** button (on the right, near the top of the list), and select **Digitised resources**.

![Filter options](image)

**Please note**

- Scans requested for 2017-18 lists will become accessible on 1 September 2017.

**Linking to a scan from more than one item on a list**

At present, scans can only be automatically linked to one item in a reading list.

If you would like a link to a scan to appear in more than one location on a list, please see “Manually creating Online Resource links in a bookmark”, in the separate instruction sheet **Advanced use of Reading Lists** (available from the **Reading Lists support page**).

**Removing scans from the list**

If you no longer require a particular scan for teaching, please contact the Library’s Content Procurement team at reading-lists@bristol.ac.uk, providing the unit code, and details of the scan.

In the meantime, use this procedure to remove the scan details from the list.

- Click the **Edit** button, and choose **Edit list** from the drop-down menu – this will open the “editing” view of the list.
- Find the list entry for the scan that you wish to remove from the list.
- Click **Remove** next to the item (see red box in image below), and confirm your choice by clicking **OK** in the pop-up window that appears.

![Remove option](image)

If you change your mind after removing a scan, you will need to re-request the scan using the procedure described on pp.1-2 of this document.