Requesting scans

Introduction
When you add books and journal articles to your list, you can also request scans of the specific chapters/excerpts and articles that you wish your students to read.

You can request a scan through the editing screen of your list, using the instructions below. The Library will then 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 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.
- Click the Edit button in the top-right of the screen, and choose Edit list (classic) 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).
- 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.
• 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.

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, you can remove it from your list:

• Open the list, click the Edit button, and choose Edit list (classic) from the drop-down menu.
• The list will open in the editing screen. Find the list entry for the scan that you wish to remove from the list.
• Click Remove next to the item, and confirm your choice by clicking OK in the pop-up window that appears.

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

For further support and advice in using the Resource Lists service, please contact your subject librarian.