How to Request Digitisation through Reading Lists Online

An item must already feature on a reading list before you can request digitisation, for instruction on getting started and setting up a list see http://tees.libguides.com/RLO

- To alert the Digitisation Team of a request you will need to add a note for the library into the item on the reading list.
- You can also add a note to alert the students where the digitised reading can be found. You can do this by editing an item on the reading list.

Adding the Notes

In the List editing view: click on ‘Edit Notes and Importance’ to add notes to existing item in reading list

You can type note for the students in here. This will appear on the reading list

Type note for Digitisation Team in here.

Notes for Library Staff will be acted on as part of the review process:

- We are only permitted to digitise 1 chapter or 10% of a book and 1 article or 10% per volume of a journal under the institutional license, please remember to specify which section you would like
- If we need to purchase an item for digitisation it could take longer to make the reading accessible to students – if you need the scan to be available quickly please contact us at the address below
- Items already available electronically in the library collection cannot be digitised but should be linked to through Reading Lists Online
Notes to students will appear on the reading list

Further Help:
If you have any queries on requesting digitisation through Reading Lists Online or require any further help please contact:

Digital Collections Team
Library and Information Services
DigitalCollectionsTeam@tees.ac.uk
01642 738280