
Choose the option which matches the resource you want to use.

- Get started

More information on the Digitisation service.

The resource I want to use is:

- [ ] In the Library collection
- [ ] Not in the Library collection
- [ ] I’m not sure if it is in the Library Collection
- [ ] Something else

Student & Library Services
digitalcollectionsteam@tees.ac.uk
In the Library collection.

The resource is:

- A book section
- A journal article
- Something else
In the Library collection/ a book section.

The resource is:

- From an e-book
- From a physical copy
- I’m not sure


digitalcollectionsteam@tees.ac.uk
From an e-book:

- Link to the e-book using the permalink from Discovery to ensure students can log in off campus
  - [How to link to electronic books and journals in E-learning@Tees](#)
  - [How to link to electronic books and journals in TU Online](#)

- Contact [digitalcollectionsteam@tees.ac.uk](mailto:digitalcollectionsteam@tees.ac.uk) if you are providing a distance learning module and your students are struggling to access an e-book
In the Library collection/ a book section/ from a physical copy

From a physical copy:

Fill in the [digitisation request form](#) on the Library Website
In the Library collection/ a book section/ I’m not sure

If you are not sure if an electronic copy is available and would like us to find out please contact digitalcollectionsteam@tees.ac.uk with the details of the item.
In the Library collection/ a journal article

The resource is:

• From an e-journal
• From a physical copy
• I’m not sure
In the Library collection/ a journal article/ from an e-journal

From an e-journal:

• Link to the article using the permalink from Discovery to ensure students can access the article off campus
  • [How to link to electronic books and journals in E-learning@Tees](#)
  • [How to link to electronic books and journals in TU Online](#)
In the Library collection/ a journal article/ from a physical copy

From a physical copy:

Fill in the [digitisation request form](#) on the Library Website
In the Library collection/ a journal article/ I’m not sure

If you are not sure if an electronic copy is available and would like us to find out please contact digitalcollectionsteam@tees.ac.uk with the details of the item.

Return to start
In the Library collection/ something else

Contact digitalcollectionsteam@tees.ac.uk with details of the resource.
Not in the Library collection.

Fill in the [digitisation request form](#) on the Library Website

Library staff will attempt to purchase a copy for scanning where needed.

Any purchased items will be added to Library stock.

If you have a personal copy of the resource we may be able to use that for scanning.

Return to start
I’m not sure if it is in the Library collection.

Fill in the digitisation request form on the Library Website

Library staff will attempt to purchase a copy for scanning where needed.

Any purchased items will be added to Library stock.

If you have a personal copy of the resource we may be able to use that for scanning.
Something else

- Something I brought from another employer
- Something I found online
- Video
- Something else
Something else/ something I brought from another employer

Fill in the [digitisation request form](#) on the Library Website

Even if you have a digital copy we may not be able to use the material for copyright reasons.
Something else/ something I found online

You should always link to online content not download and upload the content.

You should only link to freely available online resources if you are confident the work is being shared with the rights holders’ permission. For example if the work is assigned an open license.

If you are uncertain contact digitalcollectionsteam@tees.ac.uk

You may be able to access content online, on campus because it is part of the Library’s collection. Where a work is in the Library’s collection you should always link through Discovery to ensure off campus students are able to access the resource.
Videos in YouTube can be linked to. You should only link to freely available online resources if you are confident the work is being shared with the rights holders’ permission.

The Library holds a number of licenses to enable you to use Off-air TV and radio recordings.

Video and Audio Recordings: A Guide for University Staff
Something else/ something else

Contact digitalcollectionsteam@tees.ac.uk with details of the resource.