Adding digitisations to your reading list

Adding digitised chapters and articles to your reading list has advantages for you and your students:

- Many students can access the material simultaneously.
- Digitisations are embedded in the reading list – easy for students to find and view and easy for you to annotate.
- Compliance with copyright regulations is assured automatically.
- There are no forms to fill, as there would be if you were uploading copyright material to VITAL.
- You can replace digitised materials in VITAL by adding them to your reading list.
- Library staff will do the scanning, or you can upload your own PDFs if you have them already.

Request digitisation is an option on your list from the Edit list view.

Find an item on your list for which you want to recommend a particular chapter and click Request digitisation. Copyright rules mean that you can only request one chapter from a book (or 10% of its total pages), so choose the chapter you want the most.

You may see a pop-up box asking you to specify an ISBN – paperback or hardback. Choose either option.

Enter the details of the chapter.

Information about the chapter title and authors may be pulled through from the reading list.

The easiest option is to put Chapter 1 etc. Or you may want to specify Section of a book instead (no more than 10%) and give page numbers.

You have the option here to upload your own PDF. If doing so, tick to confirm the content.

Click Next.
The next screen asks you for a date when the digitisation is needed. Please supply student numbers if the field is blank.

Click Next step. The final screen asks for your contact details. Click Submit request.