Flexible Library Students- How to request a scan of a book chapter or journal article.

High use items are often placed on reserve so that the item remains in the Library and more students are able to access it. If an item is on reserve, it is shown in the location.

Items on reserve are unable to be sent to Flexible Library Service students; however you can request a scan of a chapter or up to 10% of the book to be emailed to you.
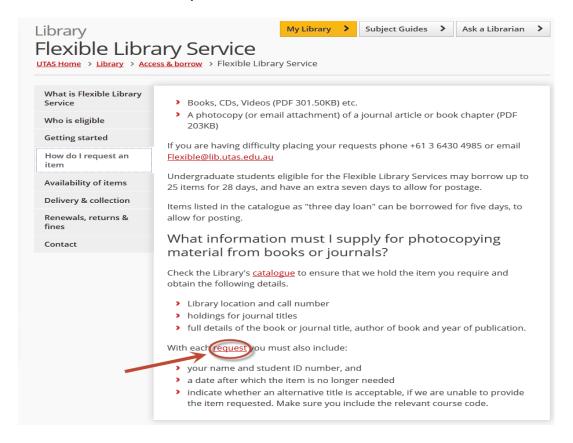
1. You may search for the book via **MegaSearch** or through the **Library catalogue/Classic catalogue** (you may also have been directed to the catalogue via **Reading Lists**).

2. Check the **status** (availability) and **location** of the item you want.
   - If you searched **MegaSearch,** status and location will show in the initial results list.
   - If you searched the **Library** or **Classic catalogue,** click on the **title** to display the availability and location of the item.

3. Open another browsing window (CTRL + N). Keep your original screen open to the screen with the book's details whilst you use the other window.

4. In the new browsing window, go to the **Library Homepage** and click on the **Access and Borrow** link (second down, first column).

5. Click the **Flexible Library Service** link.

6. Click on **How do I request an Item** tab.

7. This page will link you to the **Request a Scanned Copy** form.

8. Using the information you found in the Catalogue in the original window, fill in all of the details on the Request form. To have the scanned document emailed to you, select **Scan and Attach to email** under Delivery Details.

Note: If you don't know exactly what part of the book you require, you can request the contents pages to be sent first. Add the words "contents pages" to the Comments box.

Requesting a Journal Article that is in print format.

Search for the **journal title** in the **Library Catalogue** and check our current holdings.

From the citation, note the author's name, the article title, issue/volume number, date of publication and page numbers. Fill in the **Request a Scanned Copy** Form as shown above.

Need Help?

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