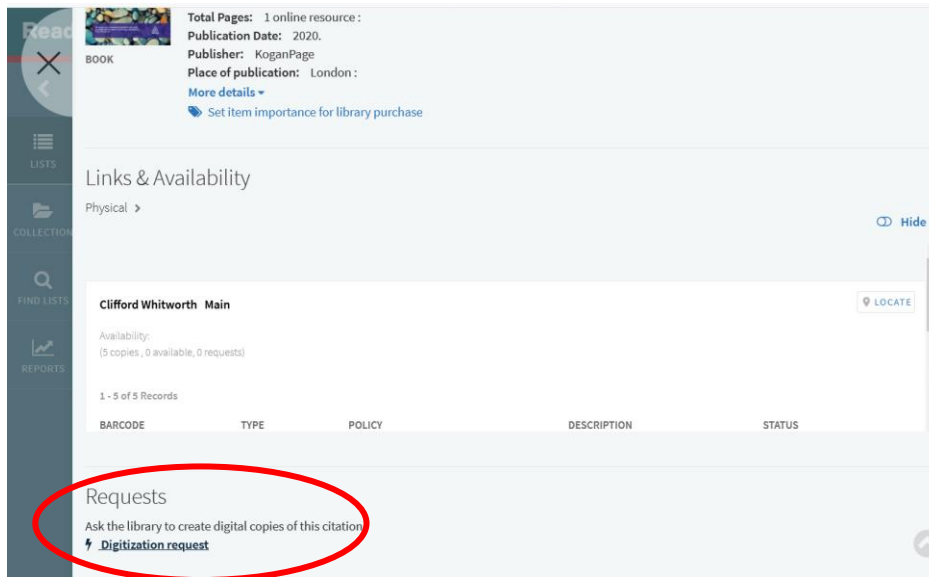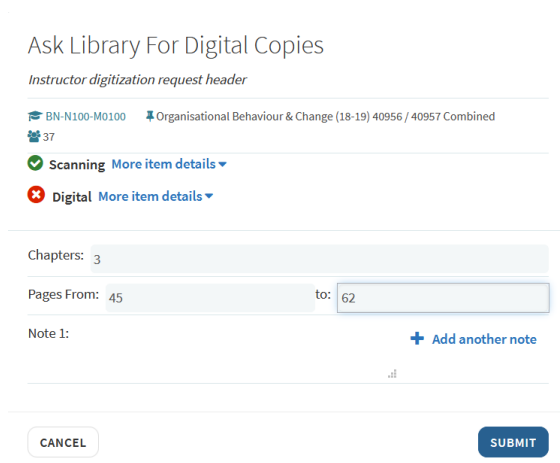# Submitting a Request for Scanned Material

To send the library your request for scanned material:
- Find the item on your reading list, or add the item if it isn't already present on the list.
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- Scroll down and click on the *Digitization Request* link.

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The Reading List Team will take it from there. We'll ensure that the material is covered by our copyright licence, and scan the requested pages. Once this has been done, the scan will be uploaded onto our system, and will be made automatically available to students through a *View Online* link on the reading list citation.