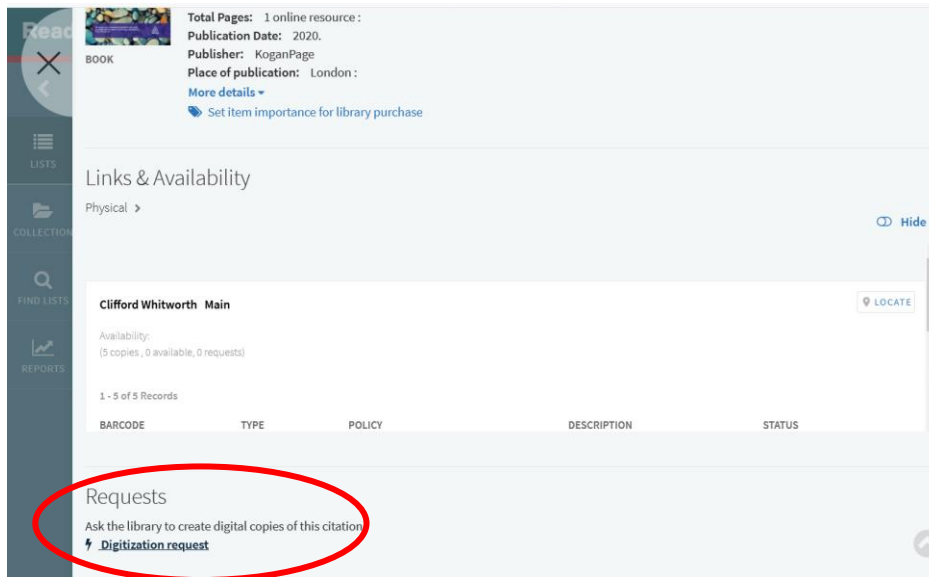


Submitting a Request for Scanned Material

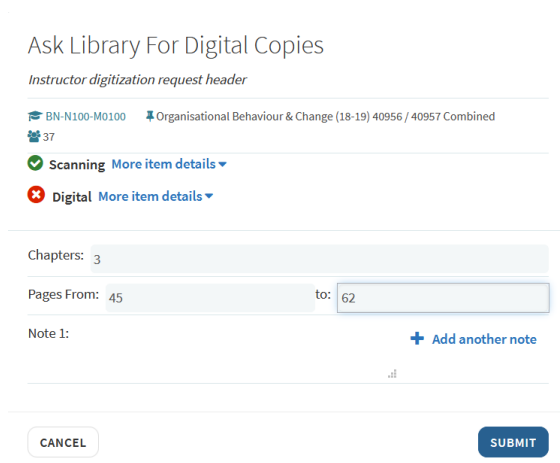
To send the library your request for scanned material:

- Find the item on your reading list, or add the item if it isn't already present on the list.
- Click on the title of the citation to open up the details.
- Scroll down and click on the [Digitization Request](#) link.



The screenshot shows a library interface for a book titled 'Clifford Whitworth Main'. The 'Links & Availability' section is expanded to show 'Physical' availability. Below this, a table lists records. At the bottom of the page, a 'Requests' section is circled in red, containing the text 'Ask the library to create digital copies of this citation' and a link for 'Digitization request'.

- In the pop-up form that appears, please input the chapter and page numbers of the extract you wish for us to scan. (Including page numbers wherever possible will help to ensure the request is processed as quickly as possible.)
- Once this has been done, click [Submit](#).



The form is titled 'Ask Library For Digital Copies' and includes the following details:

- Instructor digitization request header
- BN-N100-M0100 Organisational Behaviour & Change (18-19) 40956 / 40957 Combined
- 37
- Scanning More item details
- Digital More item details
- Chapters: 3
- Pages From: 45 to: 62
- Note 1: + Add another note
- CANCEL and SUBMIT buttons

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.