Placing a digitisation request via a Talis Aspire Reading list

1. Go to the Reading List website and log in with your University email address and password.

2. Once logged in, find the relevant list, either by searching in the Search Box or selecting My Lists and clicking on the one you need.

3. Once you have selected the list, on the right hand side of the screen select Edit > Edit list (classic)
4. Find the item on your list that you would like to request a digitisation for and click **Request Digitisation**.

5. This will open a new window with all the details of the request already included. If there are any details missing, you will need to fill these in; such as **Chapter or section name** and **Page range**.

If you are requesting a section of a book rather than a full chapter, untick the **This is a full chapter box** and just fill in the page numbers.
You can also add additional page ranges and a reference page range, if you would like to include them in the same digitisation request.

Click **Add another** to add another page range,

- **Resource type:** Book
- **Chapter or section name:** Doing development differently
- **ISBN:** 9780824830465
  
  *I don't know the ISBN*
- **Page range:** 125 - 143

**Reference range:**

- [Add reference page range]

and/or click **Add reference page range** to add a page range for the references

6. Click **Next**
7. You will now need to add a **Needed by date** for the request. Please give a date at least 2 weeks away to allow us time to process your request.

**Request a new digitisation**

- **Start date:** 2018-08-14
- **End date:** 2019-08-13
- **Needed by:** YYYY-MM-DD

**Course name:** Test Module
**Course code:** TESTMOD
**Student numbers:** 5

8. Click **Next**
9. Your email address and name should already be populated > click **Next**

**Request a new digitisation**

**Your email address:** sgibbins@lincoln.ac.uk
**Your name:** Sarah Gibbins
10. The next screen you see will vary depending on the outcome of your request > click Close. The example below is for a request that has passed all copyright compliance checks and the digitisation is being prepared.

Your request (reference #16001) has been accepted

Preparing digitisation

“Doing development differently” Phillip Darby *Postcolonizing the international: working to change the way we are*, University of Hawai‘i Press, 2006 pp. 125–143

Close

Most requests will be reviewed by the library for copyright compliance and you will be notified if there are any problems. Please check our Copyright guidance for more information and if you have any queries please contact us.