Requesting digitisation of an item not held in the Library collection

Digitised readings (formerly Course Resources Online (CRO)) are journal articles or extracts from books which have been scanned and made available online via the Library, according to copyright guidelines.

Digitised readings can only be accessed by CQUniversity students and staff.

Digitisation requests should be submitted four weeks prior to the start of term to ensure that they are available in time for Week 1.

You can submit digitisation requests after this date but be aware that it may be several days (or weeks if we must source the item from another library) before the readings are available for student use.

Please note
The Library will not digitise items which are freely available online or available electronically in the Library collection, e.g. e-books, articles in databases.

If you have concerns about access to a specific item, please contact the Library.

Step 1
Click on the Create tab:

Step 2
Select the type of resource to be digitised, e.g. book chapter or article:

Please note
The fields will change depending on what resource type you select.
Step 3
Enter resource details into Create citation:

- **Add Chapter Title**
- **Add Chapter Author**
  (only if different to the book author/s)
- **Add Book Title**
- **Add Book Author or Editor**
- **Add Chapter Number**
- **Add ISBN**
- **Add Edition**
- **Add the page range to be digitised.**
- **Add Publication Date and Publisher**
- **Select the Section of the reading list the item should added to**
- **Click on ADD**
Step 5
Click on **Add tags to item:**

Step 6
Click on **Add tags.**
Add **Digitisation request**
Add **Personal Copy Available** if you have a copy you can lend the Library for digitisation.

**Please note**
Digitisation may be delayed if the item must be sourced via interlibrary loan. If you can lend the Library your personal copy, this will hasten the process.

Step 7
Click on **SAVE:**

**Please note**
Digitised readings are not accessible via Library Search. Digitised readings are only available via the unit’s reading list.