REQUESTING DIGITISATION OF AN ITEM HELD IN THE LIBRARY COLLECTION

Requesting digitisation

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.

1. Go to Add an Item. Search for the physical item and add it to the relevant section:

   ![Add an Item](image)

   Please note: This information will help the Library process your request in a timely manner.

2. Click on the item’s title in the reading list and then click on EDIT.

3. In the Edit Item window select the type of item to be digitised, e.g. book chapter or article. The fields will change depending on what resource type you select.

4. Enter any additional details you have about the item. For book chapters, you will need to enter the chapter title, chapter author (for edited books), chapter number, and page range.

   ![Edit Item](image)
5. Click on Add tags to item:

![Book chapter details](image)

6. Click on Add tags, then Digitisation request:

![Add tags and Digitisation request](image)

7. Click on SAVE:

![Save button](image)

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**FAQs**

Q: Who can access digitised readings?

A: Digitised readings can only be accessed by CQUniversity students and staff and are only available via the unit’s reading list.

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**Help**

Help Guides are available via the eReading Lists Library Guide.

Training courses are also available via Totara

For further assistance about list creation please email my-librarian@cqu.edu.au