REQUESTING DIGITISATION OF AN ITEM NOT 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. Click on the Create tab:

2. 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.

3. Enter resource details into Create citation form. Enter the title of the resource, the author, book title, book author or editor, chapter number, ISBN, edition, the page range to be digitised, the publication date and publisher and select the section that the item should be published to, before clicking on ADD.

[Create citation form with sample data]
4. Click on **Add tags to item**. Add digitisation request. Add **Personal Copy Available** if you have a copy you can lend to the library for digitisation.

5. Click on **SAVE**:

**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.

**Q:** Can I lend the library my own personal copy for digitization?  
**A:** If you can lend the Library your personal copy, this will hasten the process, as digitisation may be delayed if the item must be sourced via interlibrary loan.

**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

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