



Flexible students – how to request a photocopy of a book chapter or journal article


High use items are often placed on reserve so that the item remains in the Library and more students are able to access it. If an item is on reserve, it is shown in the location.

Copy/Holding information			
Location	Call No.	Status	
CentRes	GN 517 .W37 2001	Available	Request Only This Copy Add Copy to MyList
LtnRes	155.9 W257p 2001	Available	Request Only This Copy Add Copy to MyList

These items cannot be sent to Flexible students; however you can request a photocopy of a chapter or a journal article to be sent to you.

1. Search the online Library catalogue for the item you require.
<http://www.utas.edu.au/library> > Catalogue Search.
2. Click on the title to display the availability and location of the item.

You may find it helpful to print this page. You are now ready to transfer this information to the request form.

3. Open another browser window. (Click on Start, Programs, Internet Explorer or click on the icon ).
4. Go to the Library webpage: <http://www.utas.edu.au/library>
5. Click on **Flexible Library Services**

Library

Find the information you need

Resources

- Journal Search
- Reserves
- Research
- Special Collections
- Staff Guides
- Reserve and eReserve
- Online Reference Resources
- Special Collections
- New Titles List
- More resources

About the Library

Services

- Loans
- Document Delivery
- Offshore students
- Flexible Library Services**
- Services for Staff

6. Click on **Request an Item**.

7. The **Flexible Request form** will appear.

Library

Flexible Request Form for a Journal Article or Book Chapter

You must have **registered** with Flexible Library Services before using this request form to request a **journal article or book chapter**. If you have not registered for the current year then you must do so to comply with the [Copyright Act](#) (1968).

To request a book, DVD, video or other item, use the Request Service now available via the Library Catalogue.

Personal Details

Your name:
(Family name, First name)
ID number:
E-mail address:
Unit code/name:

Article or Chapter Details

Type in the details below:

Library Location & Call
number (if known):

Title of Article/Chapter:

Author of Article/Chapter:

8. Using the information you found in the Catalogue fill in all of the details on the Request form, including where you would like the item to be sent and then click on **Send**.

Note: If you don't know which chapter of a book you require, contact Flexible Services to ask for a Table of Contents to be sent to you. Email: Flexible@lib.utas.edu.au or phone 6324 3534.