

Flexible Library Students- How to request a scan 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.

Items ☐ only show available

Location	Call No.	Message	Status
Cradle Coast-Reserve-Book	HV 3176 .D43 2013		Available
Launceston-Reserve-Book	HV 3176 .D43 2013	24 hour loan	Available
Morris Miller-Book	HV 3176 .D43 2013	3 day loan	DUE 05-03-14

Items on reserve are unable to be sent to Flexible Library Service students; however you can request a scan of a chapter or up to 10% of the book to be emailed to you.

1. You may search for the book via **MegaSearch** or through the **Library catalogue/Classic catalogue** (you may also have been directed to the catalogue via **Reading Lists**).
2. Check the **status** (availability) and **location** of the item you want.
 - If you searched **MegaSearch**, status and location will show in the initial results list.
 - If you searched the **Library** or **Classic catalogue**, click on the **title** to display the availability and location of the item.
3. Open another browsing window (CTRL + N). Keep your original screen open to the screen with the book's details whilst you use the other window.
4. In the new browsing window, go to the **Library Homepage** and click on the **Access and Borrow** link (second down, first column).



Access & borrow

Borrow, request, renew,
view ebooks & ejournals

5. Click the **Flexible Library Service** link.



Flexible Library Service

Services for those studying by
distance/online

6. Click on **How do I request an Item** tab.

Library
Flexible Library Service

UTAS Home > Library > Access & borrow > Flexible Library Service

My Library > Subject Guides > Ask a Librarian >

What is Flexible Library Service

Who is eligible

Getting started

How do I request an item

Availability of items

Delivery & collection

Renewals, returns & fines

Contact

- Books, CDs, Videos (PDF 301.50KB) etc.
- A photocopy (or email attachment) of a journal article or book chapter (PDF 203KB)

If you are having difficulty placing your requests phone +61 3 6430 4985 or email Flexible@lib.utas.edu.au

Undergraduate students eligible for the Flexible Library Services may borrow up to 25 items for 28 days, and have an extra seven days to allow for postage.

Items listed in the catalogue as "three day loan" can be borrowed for five days, to allow for posting.

What information must I supply for photocopying material from books or journals?

Check the Library's [catalogue](#) to ensure that we hold the item you require and obtain the following details.

- Library location and call number
- holdings for journal titles
- full details of the book or journal title, author of book and year of publication.

With each **request** you must also include:

- your name and student ID number, and
- a date after which the item is no longer needed
- indicate whether an alternative title is acceptable, if we are unable to provide the item requested. Make sure you include the relevant course code.

7. This page will link you to the **Request a Scanned Copy** form.

8. Using the information you found in the Catalogue in the original window, fill in all of the details on the Request form. To have the scanned document emailed to you, select **Scan and Attach to email** under Delivery Details.

Note: If you don't know exactly what part of the book you require, you can request the contents pages to be sent first. Add the words "contents pages" to the Comments box.

Requesting a Journal Article that is in print format.

Search for the **journal title** in the **Library Catalogue** and check our current holdings.

From the citation, note the author's name, the article title, issue/volume number, date of publication and page numbers. Fill in the **Request a Scanned Copy** Form as shown above.

Need Help?

Email: flexible@lib.utas.edu.au

Phone: +61 3 6430 4985