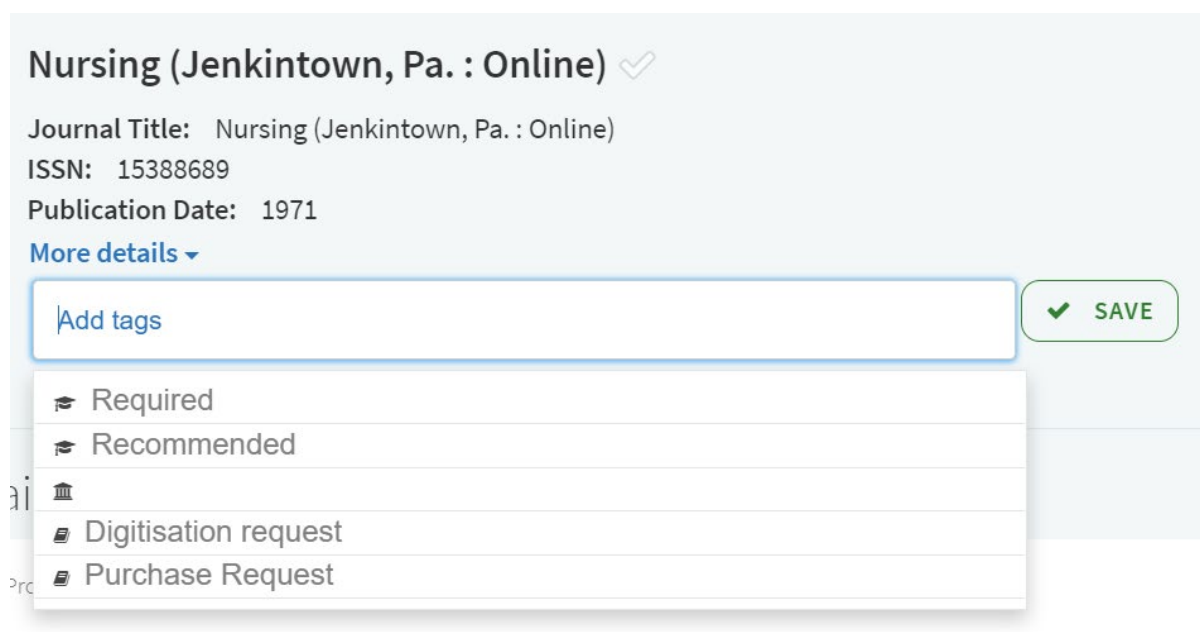


How to place Reserve, Purchase and Digitisation requests

Last updated: 7 December 2020

Using tags

Tags are useful tools to either indicate to students the nature or importance of an item or to notify the Library that you require a material to be purchased or digitised. You can use a single tag or multiple tags. Students can filter lists by their tags to view only items labelled with that tag.



The screenshot shows a library item page for "Nursing (Jenkintown, Pa. : Online)". The page includes the following information:

- Journal Title: Nursing (Jenkintown, Pa. : Online)
- ISSN: 15388689
- Publication Date: 1971
- More details ▾

Below the details is a text input field labeled "Add tags" and a green "SAVE" button with a checkmark. A dropdown menu is open below the input field, showing the following tag options:

- Required
- Recommended
- Digitisation request
- Purchase Request

Required

This tag will allow students to identify that a resource is a required reading for this subject. Students can use this tag to filter their lists to see only required readings. The required tag should be used for essential or core textbooks/readings.

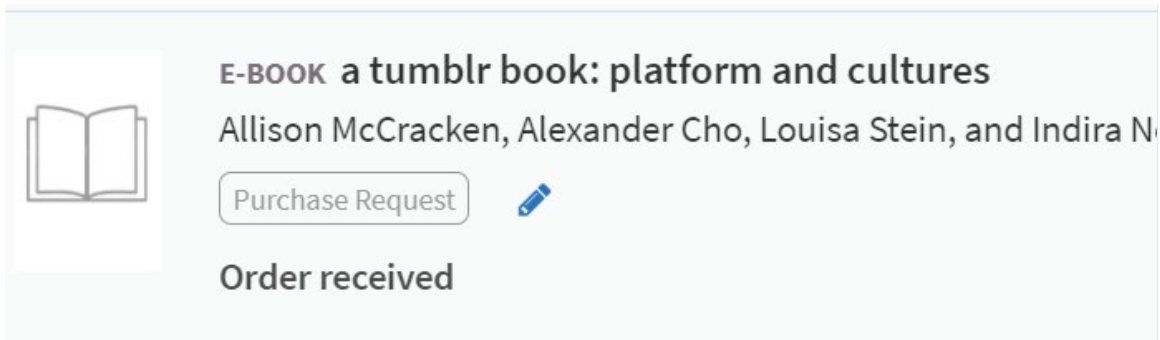
Reserve request

All physical books tagged as **Required** will automatically have a copy placed in the Library Reserve area

Recommended

This tag indicates to students that a particular resource is useful or relevant, but not part of the required reading material for their subject.

Purchase request



The screenshot shows a library interface with a light green background. On the left, there is a simple line-art icon of an open book. To the right of the icon, the text reads: "E-BOOK a tumblr book: platform and cultures" in bold, followed by "Allison McCracken, Alexander Cho, Louisa Stein, and Indira N" in a smaller font. Below this text is a rounded rectangular button labeled "Purchase Request" with a small blue pencil icon to its right. At the bottom of the interface, the text "Order received" is displayed in a bold font.

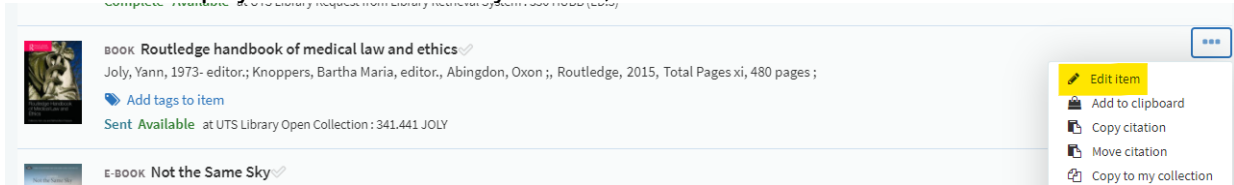
If a resource in your list is not already available in the Library catalogue, a **Purchase request** tag can be used to inform the Library that you require it to be purchased.

Once you have sent your list to the Library, your purchase request will automatically be made. A Library staff member will notify you once the order has been placed or if there are any issues.

Digitisation request

The Library will create digital versions of book chapters or other physical resources within copyright compliance so that you can list them as a resource for your students.

1. With a physical resource in your list, select Edit item

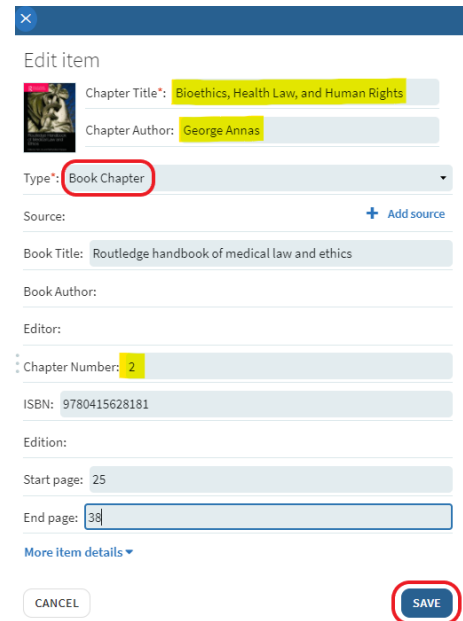


The screenshot shows a library item card for the book "Routledge handbook of medical law and ethics" edited by Joly, Yann (1973) and Knoppers, Bartha Maria (2015). The card includes a book cover image, the title, editor information, and a note that it is available in the UTS Library Open Collection. A menu of actions is visible on the right, with "Edit item" highlighted in yellow.

2. Change type to Book Chapter and fill in title, author, chapter number, start and end page

3. Select Save and send your list to the Library

Library staff will manage copyright for the digitisation request.



The screenshot shows the "Edit item" form for a book chapter. The form fields are as follows:

- Chapter Title*: Bioethics, Health Law, and Human Rights
- Chapter Author: George Annas
- Type*: Book Chapter
- Source: + Add source
- Book Title: Routledge handbook of medical law and ethics
- Book Author:
- Editor:
- Chapter Number: 2
- ISBN: 9780415628181
- Edition:
- Start page: 25
- End page: 38

At the bottom of the form, there are two buttons: "CANCEL" and "SAVE". The "SAVE" button is circled in red.