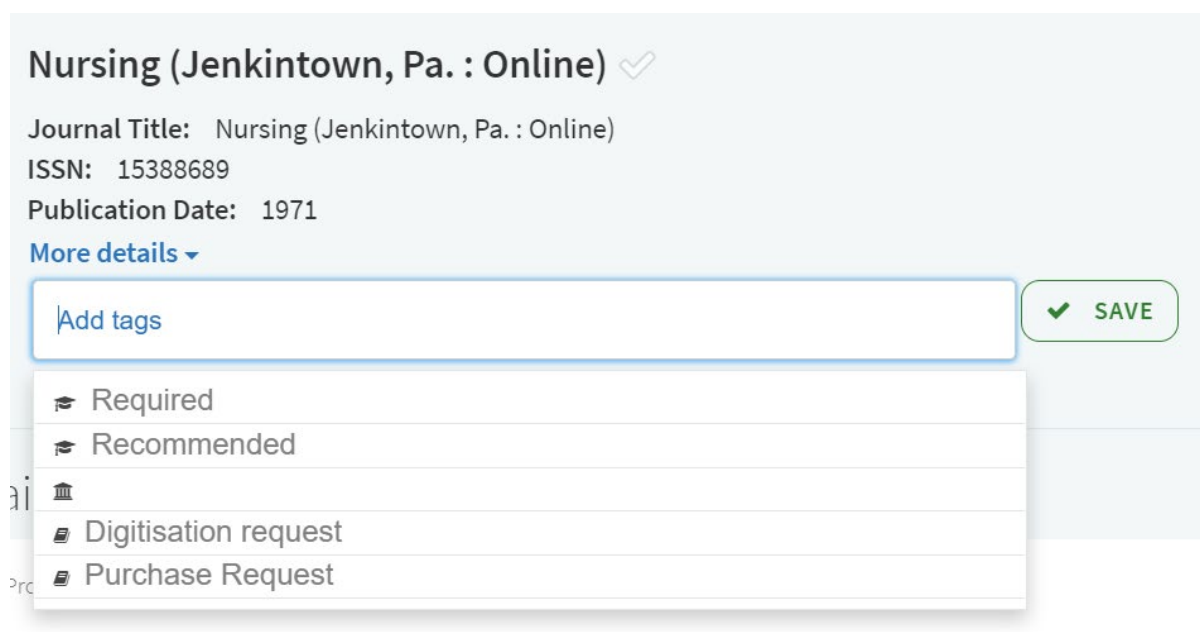# How to place Reserve, Purchase and Digitisation requests

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.

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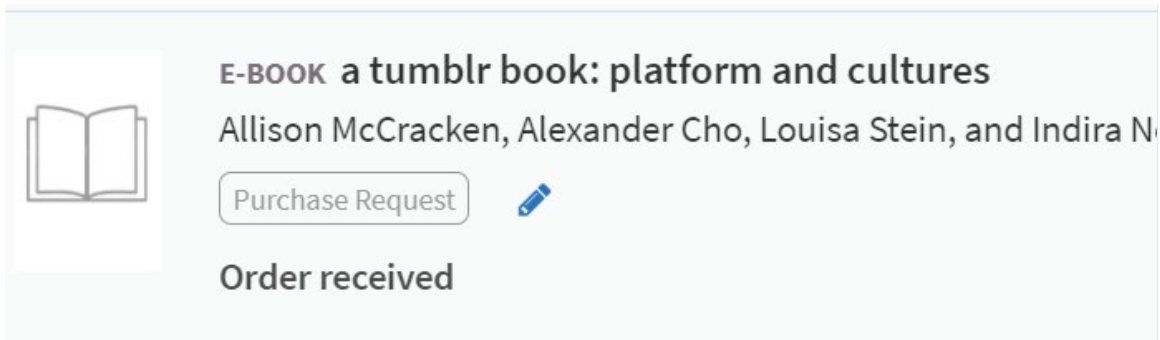
Reserve request
All physical books tagged as **Required** will automatically have a copy placed in the Library Reserve area

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

E-BOOK **a tumblr book: platform and cultures**

Allison McCracken, Alexander Cho, Louisa Stein, and Indira N

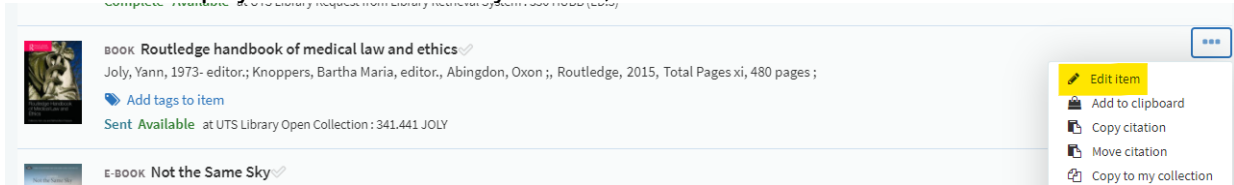[Purchase Request] ✏

Order received

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.

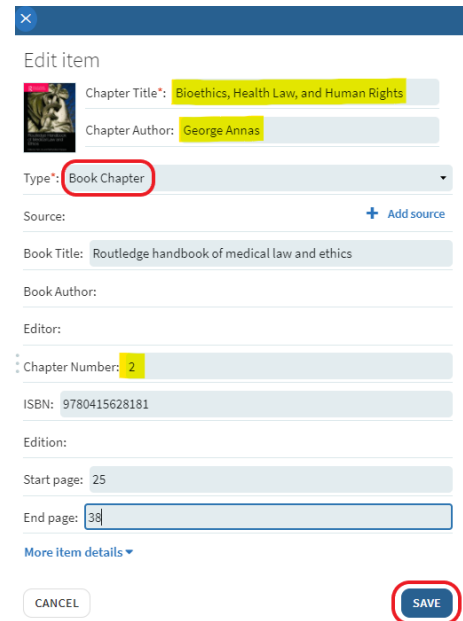1. With a physical resource in your list, select Edit item

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.