## **Get It From Another Library: Digitized Item**

This request option is used to submit a request to receive a **digitized portion** of an **item not available at a University of Waterloo Library**.

For example, to request a digitized portion from the *Under-served: health determinants of indigenous, inner-city, and migrant populations in Canada*, in the record's **Get It** section, you will:

- Select **Get it from another Library** link located beside the Request heading.
- The Get it from another Library form will **auto-populate** with the title and author details. But you **must fill** in as much **citation information** as possible, like the article title, author, page range, volume/issue if applicable, and publication date.
- **Scroll down** and **select Digitized portion** beside the Request type heading.
- Choose any institution in the Omni Network from the Preferred Pickup Institution drop-down menu.
- Select a pickup location from the Preferred Local Pickup Location drop-down menu.
- You will be asked to select a pickup location even for digitization requests.
- Select the **Send request** arrow button at the end of the request form, under the Comment field, to submit the request.
- You will either receive the digitized file by email, or an item available notice for a print item.



