Request a Digitized Chapter/Article/Excerpt From a Waterloo Library

This option is used to submit a request to receive a **digitized** portion of an item. This service is **only** available for **current Students**, **Faculty**, and **Staff**.

For example, to request a section of the *Fingerprints of Climate Change Adapted Behaviour and Shifting Species Ranges* item, in the record's **Get It** section, you will:

1 Select **Request a digitized chapter/article/excerpt link** located beside the Request heading.

2 At the centre of the Digitization request form, under the Request a digitized chapter/article/excerpt heading, select either the **Partial** or **Full chapter?** box.

If the partial box is selected, you must fill in the article/ excerpt details (e.g., **title**, **author**, **page range**).

3 **Read and acknowledge the copyright statement**, underneath the Partial or Full chapter? heading. Add a check mark in the box on the left of the first statement's sentence. This part is mandatory!

4 Select the **Send request** arrow button at the end of the request form, under the Comment field, to submit the request.

⚠ The **PDF** file will be **emailed** to you once it has been digitized.

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