

# 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.

The screenshot shows the digitization request form for the book "Fingerprints of Climate Change Adapted Behaviour and Shifting Species Ranges". The form is titled "Digitization Request (Step 1 of 2)".

Callout 1 points to the "Get It" link in the "LINKS" section.

Callout 2 points to the "Partial" checkbox, which is selected. Below it are fields for "Chapter/Article Title", "Chapter/Article Author", "Start page", and "End page". A bracket groups these four fields, with callout 2a pointing to the "Start page" field.

Callout 3 points to the "Full Chapter?" checkbox, which is unselected.

Callout 4 points to the "SEND DIGITIZATION REQUEST" button at the bottom right of the form.

The form also includes a "Comment" field and a "RESET FORM" button.

The copyright statement at the bottom reads: "You must read and acknowledge the following statement before submitting your request. \* [ ] The following conditions must be read and agreed to before submitting a request for a digitized copy. 1. You may only request a copy of a single short excerpt from a copyrighted work. For example, a short excerpt might be a single article from a journal issue or single chapter from a book. 2. You are only permitted to receive a single copy of the article/document requested. 3. The article/document you receive via this service will be used by you solely for the purpose of research, private study, education, parody, satire, criticism, review, or news reporting. 4. If the copy is used for the purpose of criticism, review or news reporting, attribution must be given to the source, including the name of the author or creator, if available. Failing to comply with the above conditions may constitute copyright infringement under Canadian laws, and/or violation of the terms of relevant licensing agreements. Copyright questions can be directed to [copyright@uwaterloo.ca](mailto:copyright@uwaterloo.ca)."