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:

1 Select the **Get it from another library** link located beside the Request heading.

2 Check the **Article** radio button beside the Citation type.

3 The Get it from another Library form will **auto-populate** with the journal title and author details (required). 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 (required).

4 **Scroll down** and select **Digitized portion** beside the Request type heading.

5 **Choose** any **institution** in the Omni Network from the **Preferred Pickup University** drop-down menu.

6 **Select** a **pickup location** from the **Preferred Waterloo Pickup** drop-down menu.

⚠ You will be asked to **select a pickup location even for Digitization requests**. It is partly due to a system limitation and **because copyright and licensing** restrictions differ when accessing another institution's resources versus Waterloo. Some resources may not be available in a digital format, and some electronic resources have licensing restrictions prohibiting electronic delivery. In these cases, request will be delivered to your alternate chosen pickup location instead of electronic delivery.

7 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 printed item.