Requesting a digitisation in ORLO

Introduction

ORLO has the helpful function that allows a digital scan of a book chapter or journal article to be uploaded directly to the reading list. The Bodleian Libraries can create this digitisation if they are requested, as the University subscribes to the CLA Licence. No more than 1 chapter from a book, 1 article from a journal or 10% of an item can be digitised per item per list. For more information see the GLAM website on the CLA (http://www.glam.ox.ac.uk/copyright-licences).

Before you start

To request a digitisation in ORLO you will need the following information

- Course name
- Student Numbers
- Course code

If you do not know the course code for the list you are working on check the description field on your list or contact your supporting library or Bodleian Libraries representative.

Workflow

1. Open ORLO and sign in.
2. Open the reading list you are working on and select edit list (classic).
3. Find the item from which you want to request a digitisation. (The search box does not work in edit mode try using “ctrl+f” and search using your browser.
4. When you have found the item. Click Request digitisation. A pop up will appear.
5. Most of the data will be automatically pulled from the list. Add any available data including specific chapter or page numbers (try checking amazon preview if these are not known). Click Next.

6. A new page will appear and you will need to input the following data.
   - Needed by – add if different to the start date of the course.
   - Course name – use the name of the list (in the list title after the degree and before the date)
   - Course code – see Before you start section
   - Student numbers – round up if unsure

7. Click next step.
8. On the next screen click submit request.
9. A message will appear usually telling you the status of the scan.

Request Successful

Your request (reference #32) has been accepted

What happens next?
Your request has been reviewed, and passed all copyright compliance checks. Your request requires a copy to be scanned and uploaded by the library digitisation team. On uploading the scan, we will add this to the item on your list automatically and a confirmation will be emailed to you.

Request will be reviewed by digitisation staff

Your request (reference #194) has been referred

What happens next?
Your request has been reviewed. We have determined that the library already hold an existing electronic copy of this resource. We recommend using this resource rather than creating an additional digital copy. Should you require any further assistance, please contact the library digitisation team.

Examples of this include:

- **Serials coverage undetermined** - The system cannot determine if the library’s serials holdings covers this request.
- **Source needs to be acquired** - This resource is not available in the library, however the request will be reviewed to determine if a suitable copy can be obtained elsewhere.
- **Cannot identify resource** - The request can’t be identified with the current details. It must be manually edited, and enough metadata completed so the resource can be processed.
- **Cannot determine latest edition** - The system cannot automatically determine the latest edition, so this must be determined manually.
- **Manual rights clearance required** - The system has been unable to automatically determine copyright clearance for this resource, so it will need to be cleared manually.
- **Newer edition available** - The system detected that there is a newer edition available.
Examples of this include:

- **Exceeded copy limit** - Under the rules of the CLA Licence, the copy limit for this course instance and resource has been exceeded (see Introduction). A requester can force a referral in order for the digitisation staff to consider clearance outside of the primary RRO.

- **Serials coverage undetermined** - The system cannot determine if the library’s serials holdings covers this request.

- **Existing electronic copy available** - The system detects that an electronic copy is available and should be used instead of a digitisation.

- **Not held by library** - The requester can override and force referral of the request for consideration.

- **Not permitted by RRO** - The resource is not covered by our licences for digitisation.

- **Duplicate request** - The request is a duplicate of an existing request in the system.

- **Invalid request** - The requester didn’t fill out the minimum metadata required to submit a request.

Rejected requests can be pushed through the system for library staff to examine them. They may determine that the copy limit has not been exceeded and can proceed with the request. Also based on the error message the request can be edited and resubmitted by the digitisation staff, so that more accurate information is included in the request.

10. The digitisation staff will now handle the scan. See guidance on making digitisations.

**Recommendations**

All libraries should have data on all the reading lists they support on ORLO and a digitisation code for each list. As finding and scanning the material can be time consuming it is recommended that digitisations are only made/ requested for essential reading material.

Last updated Rachel Scanlon 25/03/2019