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 digitization 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 digitized per item per list. For more information, see the GLAM website on the CLA (https://www.glam.ox.ac.uk/copyright-licences).

Before you start
To request a digitization in ORLO you will need the following information

- Course name
- Student numbers (see How to … Add student numbers to a list)
- Course code (see How to … Add a digitization code)

Workflow

- Find your list in ORLO http://readinglists.bodleian.ox.ac.uk
- Open the reading list.
- Find the item from which you want to request a digitization. You can use the search box at the top of the list.
- Click on the 3 dots to the far right of the title to open the Edit list menu and then select Request Digitisation.
- A pop up will appear called **Request digitisation**.
- 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).

  ![Request digitisation form](image)

- **Click on Next.**
- A new page will appear requesting the following data:
  - Needed by date – add if different to the start date of the course.
  - Course name – use only the course name incorporated into the list title.
  - Course code – see ‘Before you start’.
  - Student numbers – see ‘Before you start’ or give an approximation.
Click on Next.

Your email address and name, will automatically appear. You can edit this information if you want someone else to receive the confirmation email. Click on Next to submit your request.

A message will appear usually telling you the status of your request.

A successful request would generate the following:

Sometimes the system is unsure about a request and needs the Digitization staff to review the situation. For example:

- **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 resource cannot be identified with the current details. The request must be re-edited with enough data, such as ISBN or ISSN, so the resource can be accurately identified.

- **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, which can be overridden if an older edition is preferred.
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, the request can be edited and resubmitted by the digitization staff, so that more accurate information is included in the request. Rejection examples are:

- **Exceeded copy limit** – Under the rules of the CLA Licence, the copy limit for this resource has been exceeded (see Introduction). A requester can force a referral for the digitization staff to consider clearance outside of the primary RRO.
- **Existing electronic copy available** – The system detects that an electronic copy is available and should be used instead of a digitization.
- **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 digitization according to the Reproduction Rights Organization.
- **Duplicate request** – The request is a duplicate of an existing request in the system.
- **Invalid request** – The requester did not fill out the minimum data required to submit a request.

The digitization staff will now handle the scan.