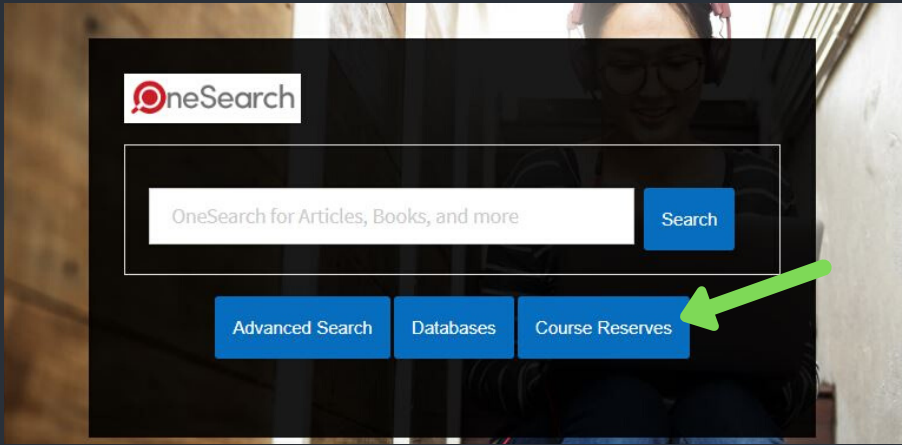


How to Request Digital Chapters of a Textbook

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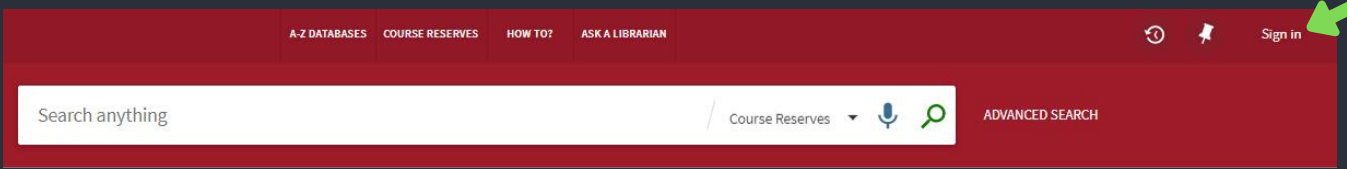
1

Click on Course Reserves.



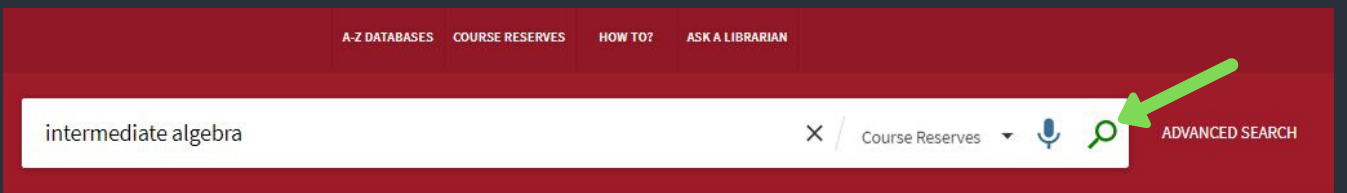
2

Click Sign in, on the upper right hand corner of the page to sign into your library account (same as portal).



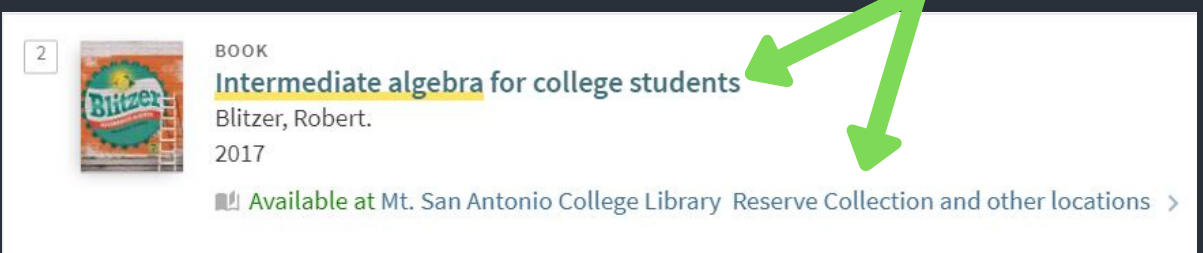
3

You can search by title, author, course ID, course instructor, department, course name, or by keyword. Click the magnifying glass to search.



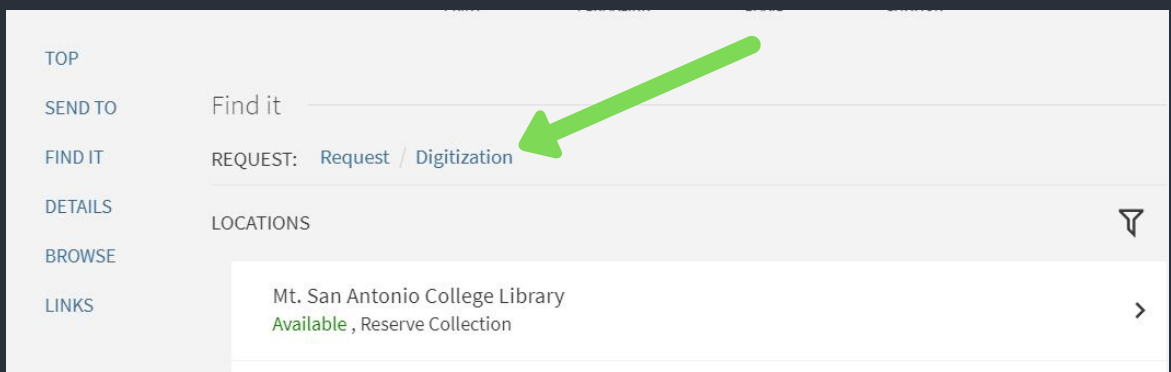
4

Look for titles that are available from the Reserve Collection. Click on the title of the reserve textbook



5

Under Find it, click Digitization.



6

Fill out the form with the chapter or pages that you need. Click Send Digitization Request. You will receive an email with the requested chapter attached as a PDF.

A screenshot of the digitization request form. The form has several fields: "Chapter/Article Title" (with "12" entered), "Chapter/Article Author", "Start page", "End page", "Full Chapter?" (checkbox), "Comment", and "Not needed after" (with a date "06/26/2020" and a dropdown arrow). At the bottom right, there is a green button labeled "SEND DIGITIZATION REQUEST". A green arrow points to this button.