How to Request Digitization from a print book in the One Search Library Catalog

Digitization--Library Policy: Requests for digital copies of the library’s print books can be made via the catalog. Patrons are limited to 3 active digitization requests at a time. Requests will be limited to a maximum of 1 chapter or article per book. Each request will be evaluated by library staff to ensure compliance with Copyright and Fair Use.

How to request a digitized chapter of a print book by Title search (use for textbooks)

- On the Library homepage https://www.bhc.edu/academics/academic-resources/library/
- Click on the Searching button
- Click on Advanced Search
- Click on the Library Catalog button at the top
- Click on the Any Field drop-down and choose Title
- Type in the title of the book in the search box using parentheses, i.e. “Gateways to Art”
- Click the Search icon (the magnifying glass)
- Click Sign in, choose Black Hawk College Users
- Sign in with your myBlackHawk username and password
- Click on the title in the Results list
- Scroll down to Get It and click on Request Digitization
- Enter the chapter number or page range you want digitized
- Add a Not Needed After Date or Comment
- Click on Send Digitization Request
- Requested material will be sent to you via email attachment
- It may take up to 5 business days to fill your request, so plan ahead

How to request a digitized chapter of a print book by keyword search

- On the Library homepage https://www.bhc.edu/academics/academic-resources/library/
- Click on the Searching button
- Type in a search term
- Click on Library Catalog in the drop-down menu
- Click the Search icon (the magnifying glass)
- Click Sign in, choose Black Hawk College Users
- Sign in with your myBlackHawk username and password
- Click on the title in the Results list
- Scroll down to Get It and click on Request Digitization
- Enter the chapter or page range you want digitized
- (Table of contents can often be found on Amazon, WorldCat, or the publisher’s website)
- Add a Not Needed After Date or Comment
- Click on Send Digitization Request
- Requested material will be sent to you via email attachment
- It may take up to 5 business days to fill your request, so plan ahead