

## 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**