

Placing a Scan & Deliver Request

Scan & Deliver is an electronic document delivery service providing scans of chapters or articles from the Bodleian Libraries' print collections. This guide explains the two separate request routes: i) **OffsiteScan** for items in offsite storage/closed stack, ii) **LibraryScan** for items on the open shelves of selected libraries.



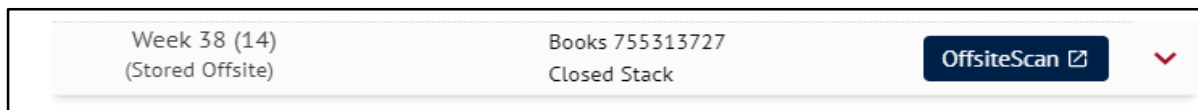
Sign in to <http://solo.bodleian.ox.ac.uk> using your SSO or Bodleian Libraries login (<https://www.bodleian.ox.ac.uk/using/passwords>)

Search SOLO for the item you require.

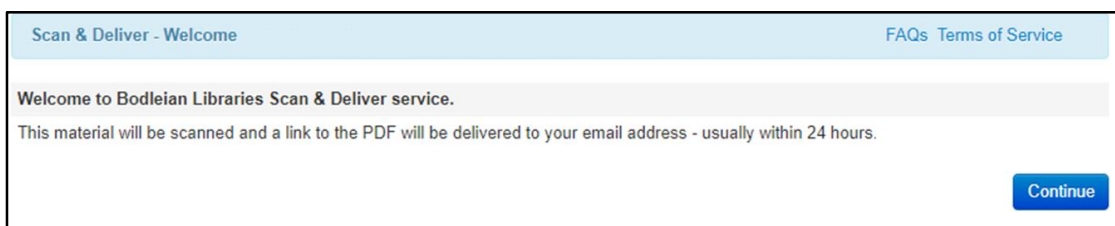
From your search results list, click on an item or click Find & Request to see the whole record.

1. OffsiteScan Request

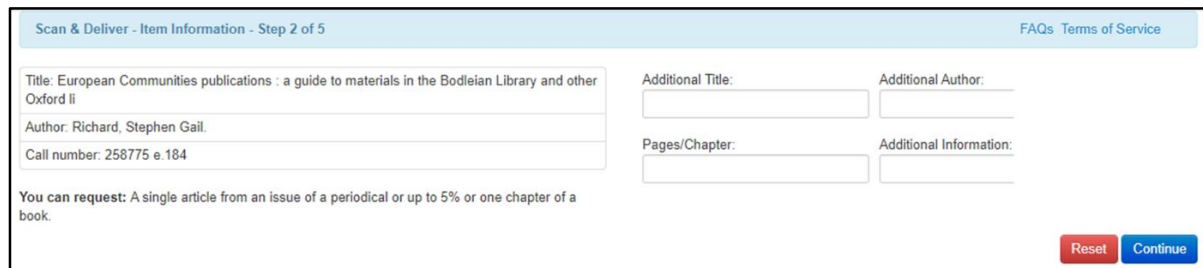
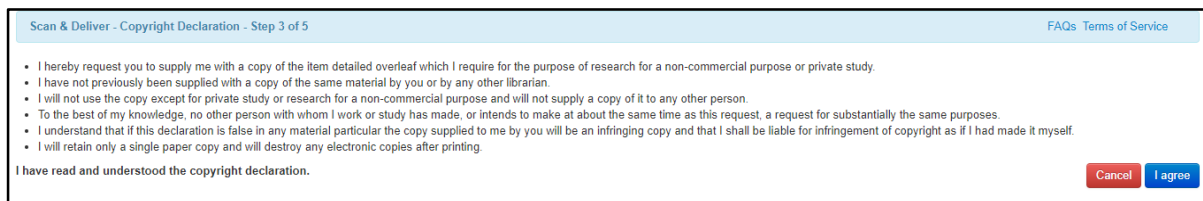
The *OffsiteScan* request button will appear in the *Find & Request* section of the record where a library holds a copy in offsite storage:



Where several libraries own a copy, you will need to select individual Bodleian Libraries to check for an offsite location.



Click 'Continue' and complete the next steps, giving details of the section you need, agreeing to the copyright declaration and confirming your email address.

Your request will be confirmed on-screen. You will also receive a confirmation email.

Further information: FAQs <https://www.bodleian.ox.ac.uk/using/scan-and-deliver> or email reader.services@bodleian.ox.ac.uk

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2. LibraryScan Request

The *LibraryScan* request button will appear in the Export Options section of the record of books which are held by libraries offering a scanning service and available as OffsiteScans:

Export Options



Select LibraryScan and complete the subsequent web-form, giving details of the chapter or article you need:

Required Section

- Use the following boxes to specify a chapter from a monograph or details of the article to be scanned - if you do not supply this information your request will not be able to be fulfilled

Author:

Title:

Pages or chapter required:

Check the box to confirm you have read and accepted copyright restrictions and other terms and conditions. Your request will be confirmed on-screen. You will also receive a confirmation email.

3. Terms of Service

Copyright restrictions	Up to one chapter or article from a book or journal issue
Max number of scans per job	50
Max number of requests per day per person	2
Duration the file is available to access	14 days
Turnaround time	5 working days
Charges	Services are free during coronavirus crisis
<ul style="list-style-type: none"> OffsiteScan is available to all card holders. LibraryScan is only available to current members of the University with a SSO. 	