iSkills: Getting started in Oxford Libraries

Using Scan and Deliver – video transcript

Hello and welcome to this Bodleian Libraries iSkills video on placing Scan and Deliver requests. Scan and Deliver is a Bodleian Libraries service that can be used to request scans to be made from our collections and emailed to you. Scans are subject to copyright restrictions – usually up to one chapter or five percent from a book or one article from an issue of a journal. There are two strands to the service, OffsiteScan, and LibraryScan, Let's take a look at them, starting with OffsiteScan.

OffsiteScan is a Scan and Deliver service that can be used to request a scan from items held in offsite storage to be emailed to you. It is available to both full members of the University and external Bodleian Reader card holders. The option to place an OffsiteScan request appears at the item level in SOLO. This means, it appears once you've clicked on a record and looked at the holdings for a particular library if that library keeps a copy offsite. Various Bodleian group libraries store material in the Closed Stack, not just the Bodleian Library itself, although Closed Stack items are most commonly owned by the Bodleian Library. Let's go and have a look at SOLO and see what I mean.

This is an example of a Radcliffe Science Library book that is stored offsite. Note the OffsiteScan button here on the right. This option will only appear if you are signed into SOLO. Say, I need to read chapter three of this book. I can now click the OffsiteScan button to place the request. I am then taken through a short series of forms. These will specify the chapter, page range, or article I want to read. So here I would like to read chapter three. And hit 'Continue'. I read through the copyright declaration. And agree to it. And then here I can confirm the email address that I would like my scan sent to, or provide an alternate email. And that's it! We aim to fulfil Scan and Deliver requests within five working days, although it is often quicker than that. At the current time of recording there is no cost for this service. In order to manage demand and keep our staff safe there is a limit of one request per day.

Now, let's see how the LibraryScan service differs. We have introduced LibraryScan to provide scans via email from items in open shelf collections to University members. The option to place a LibraryScan request appears in the full record on SOLO if you are signed in with an Oxford Single Sign On.

To find it, click on the brief record in the results. And if the item is held by a participating library able to offer the service, you will find the LibraryScan button under the export options, as you can see here. The service is switched off for weekends and closed days to prevent a backlog of requests.

Clicking the LibraryScan button takes you through to a different form. This one is just one page, but the same in terms of information required. Again, scans will be sent within five working days. Requests are limited to one per person per day, and there is no charge. The same copyright restrictions apply and you need to make sure that you do check the box to indicate your acceptance of them.

This service is extremely popular and as such is triaged by a team who will direct you to alternative online copies where we have them, or to an OffsiteScan option if one exists, in order to manage the demand. Due to the services being separate, the LibraryScan button can appear even when there is an OffsiteScan copy available, and the triage team will reject the LibraryScan request and ask readers to use OffsiteScan instead. So please do check SOLO for alternative e-books or an OffsiteScan option before placing a LibraryScan request as even if it is rejected, you won't be able to place another LibraryScan request until the next working day.

For more information on all things Scan and Deliver please consult the website. To see library staff channel their inner Adam Ant in celebration of the service, please check out our Scan and Deliver video. Thank you for watching!