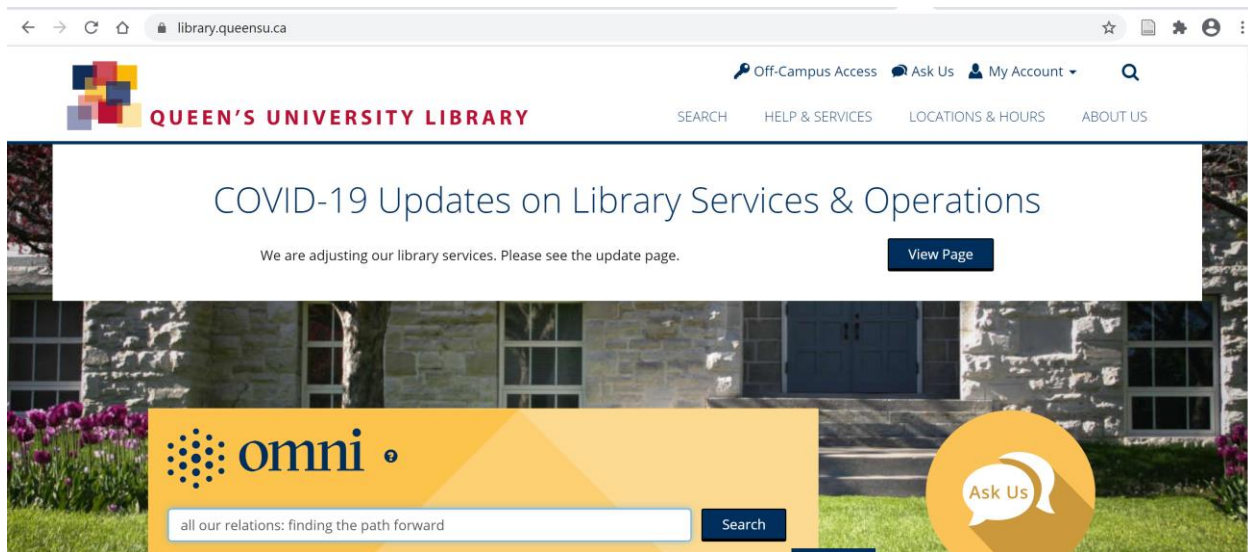


Library Scanning service

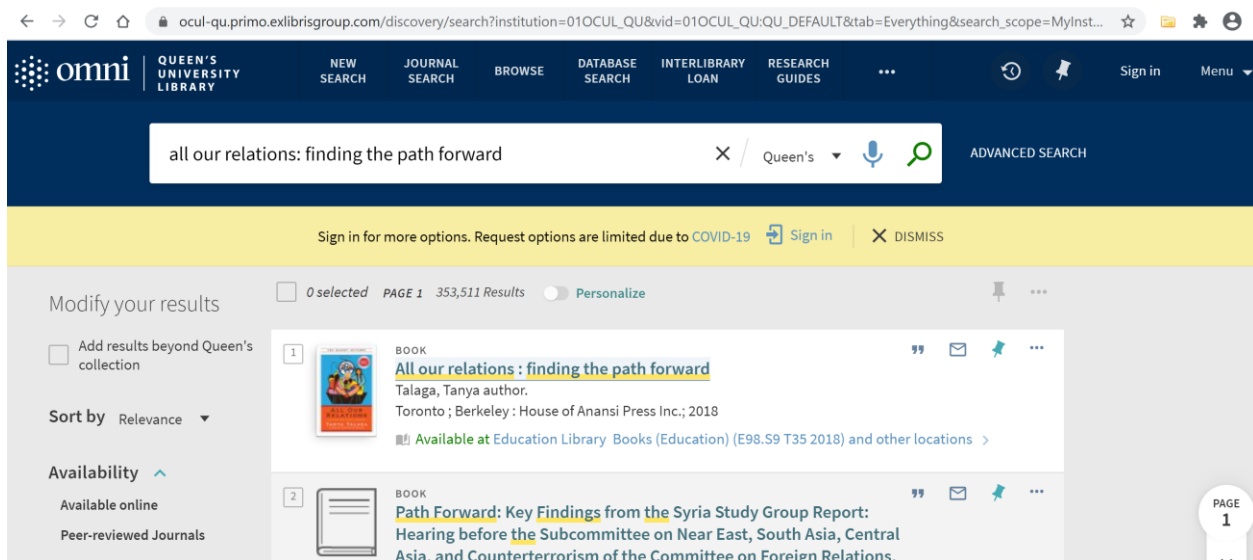
To request scanning of a print book chapter or journal article:

1. **Type** your search in the [Omni search tool](#) (example: *All our Relations: Finding the Path Forward*):



The screenshot shows the Queen's University Library homepage. At the top, there is a navigation bar with links for Off-Campus Access, Ask Us, My Account, and a search icon. Below this is the Queen's University Library logo and a main navigation menu with links for SEARCH, HELP & SERVICES, LOCATIONS & HOURS, and ABOUT US. A large banner for COVID-19 updates is displayed, with a 'View Page' button. Below the banner is a search bar with the text 'all our relations: finding the path forward' and a 'Search' button. To the right of the search bar is an 'Ask Us' button.

2. **Click** on the item on the results page:



The screenshot shows the search results page for the query 'all our relations: finding the path forward'. The page features a navigation bar with links for NEW SEARCH, JOURNAL SEARCH, BROWSE, DATABASE SEARCH, INTERLIBRARY LOAN, and RESEARCH GUIDES. A search bar at the top contains the query and a 'Queen's' dropdown menu. Below the search bar is a yellow banner with a 'Sign in' button and a 'DISMISS' button. The main content area shows a list of search results. The first result is a book titled 'All our relations : finding the path forward' by Talaga, Tanya, published in 2018. The second result is a book titled 'Path Forward: Key Findings from the Syria Study Group Report: Hearing before the Subcommittee on Near East, South Asia, Central Asia, and Counterterrorism of the Committee on Foreign Relations'.

3. Sign in using your Queen's NetID and password (if not already signed in):

BOOK
All our relations : finding the path forward
Talaga, Tanya author.
Toronto ; Berkeley : House of Anansi Press Inc.; 2018
Available at Education Library Books (Education) (E98.S9 T35 2018) and other locations >

TOP
SEND TO
GET IT
DETAILS
VIRTUAL BROWSE
LINKS
LOCATIONS

Send to _____

CITATION EMAIL PERMALINK EXPORT BIBTEX EXPORT RIS ENDNOTE PRINT

Get It _____

Please sign in to check if there are any request options. [Sign in](#)

4. Under the **Get It** heading, click on **Request for Scan**:

BACK

BOOK
All our relations : finding the path forward
Talaga, Tanya author.
Toronto ; Berkeley : House of Anansi Press Inc.; 2018
Available at Education Library Books (Education) (E98.S9 T35 2018) and other locations >

TOP
SEND TO
GET IT
DETAILS
VIRTUAL BROWSE
LINKS
LOCATIONS

Send to _____

CITATION EMAIL PERMALINK EXPORT BIBTEX EXPORT RIS ENDNOTE PRINT

Get It _____

REQUEST: [Request for Pickup](#) [Request for Scan](#)

5. Fill in chapter or article details and click **Send Scan Request**
Optional: enter *Comment* and *Not needed after* date

The screenshot shows a web interface for submitting a scan request. On the left is a navigation menu with links: TOP, SEND TO, GET IT, DETAILS, VIRTUAL BROWSE, and LINKS. The main content area is titled 'Scan Request' and contains the following form elements:

- A checked checkbox labeled 'Partial'.
- Input fields for 'Chapter/Article Title', 'Chapter/Article Author', 'Start page', and 'End page'. These fields are circled in red.
- An unchecked checkbox labeled 'Full Chapter?'.
- An input field for 'Comment'.
- A 'Not needed after' section with a calendar icon and a 'Date' dropdown menu.
- A 'RESET FORM' button with a circular arrow icon at the bottom left.
- A 'SEND SCAN REQUEST' button with a green arrow icon at the bottom right, which is circled in red.

6. You will receive an email when the item has been scanned, with a download link to the scanned material. The link will be active for 30 days.