

# How to use Scan on Demand

## Request scans of chapters and articles

Scan on Demand allows you to request digital copies of journal articles or book chapters from the Laurier Library Waterloo collection. Requests can be placed from the Omni catalogue and are delivered directly via email. Here's how to do make a request.

Find a book that is held by the Waterloo campus library. The service is only available for items held at the Waterloo campus library, with some exceptions (e.g., rare books).

Sign in to Omni. In the full record (after clicking on the title in the brief results), you will see the option to sign in.

Select the "Scan section" button. The scan section button is in the "Get it" portion of the record.

Complete the form. Click "Send Scanning Request" once the form is complete.

## What to expect

Once you have submitted the request, you will see a confirmation screen. Once the request is filled, you will receive an email with a pdf attachment.