

## Scan on Demand

University of Winnipeg students, staff, and faculty may request scanned excerpts of materials in the library's collection. Excerpts must meet Fair Dealing Guidelines and are sent as PDFs via email. Requests are filled within 1-2 days during Library operating hours.

## Fair Dealing

Under the <u>University of Winnipeg Fair Dealing Guidelines</u>, patrons may only request excerpts for the purposes of research, private study, criticism, review, news reporting, education, satire, or parody. The amount of the excerpt may not exceed:

- One journal article per issue
- One chapter **or** up to 10% of a book

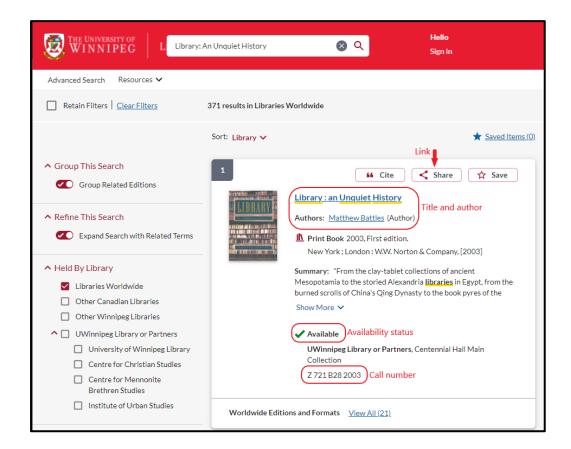
Please note that individuals cannot make multiple requests for the same source material if the total amount of requests exceeds the fair dealing limitations.

## How to Request

- 1. Find the item you want an excerpt from in the library's online catalogue.
- 2. Confirm that the item is **Available**. Items with any other status cannot be scanned as we may not have access to it.
- 3. Complete the Request Form.

## **Helpful Tips**

- Your library barcode is found on the front of your UWinnipeg ID card.
- Item availability status, title, author, call number, and link can all be found on the main record:



 Total number of pages can be found under Physical Description after clicking the item's title to open the full record:

