

## Placing Chapter Requests from OneSearch

Patrons may place a scan request for one chapter of a book in **the three-hour and three-day reserve collection** only. Patrons must “sign in” into OneSearch to enable the request feature.

- Within the BCC search scope, search for the book title.
- Use “Filter my results” location scope to limit result list has needed.
- Click on **item title** or location detail “**Available at...**”

The screenshot shows the OneSearch interface. At the top, the search bar contains the text "Introduction to human services : through the eyes of practice settings" and is highlighted with a red box and a red arrow labeled "1". Below the search bar, there are options to "Save your results and place requests", "Sign in", and "DISMISS". On the left side, under "Filter my results", the "Location" filter is expanded and highlighted with a red box and a red arrow labeled "2". The "Location" filter shows three options: "Reserves (2)", "Reserves, 3-Day Loan Second Floor (1)", and "Stacks (1)". The main results area shows three book entries, each with a red arrow pointing to the title. The first entry is "Introduction to human services : through the eyes of practice settings" by Martin, Michelle E., 2018, available at BCC Library Reserves (HV10.5 .M37 2018). The second entry is the same book by Martin, Michelle E., ©2011, available at BCC Library Stacks (HV10.5 .M37 2011). The third entry is the same book by Martin, Michelle E., ©2014, available at BCC Library Reserves, 3-Day Loan Second Floor (HV10.5 .M37 2014) and other locations.

- Within the “Get It” section, click on **Request a chapter scan**. NOTE: If patron is not already signed in, “Sign In” option will be displayed.

The screenshot shows the "Get It" section of the OneSearch interface. Under the "REQUEST:" heading, there are two options: "Request a chapter scan" and "Request a physical copy from CUNY or SUNY". The "Request a chapter scan" option is highlighted with a red box and a red arrow. Below the "REQUEST:" heading, there is a link to "< BACK TO LOCATIONS". Under the "LOCATION ITEMS" heading, there is a list of items. The first item is "BCC Library", which is available in Reserves; HV10.5 .M37 2018 (1 copy, 1 available, 0 requests). Below this, there is a grey box with the text "Item in place" and "3 Hours Loan".

- Fill out the displayed form. Two fields are required: Chapter Name and Copyright statement acknowledgement. Patrons can provide additional information if needed. Placing a request for content beyond the allowed limits will result in request rejection.

Chapter Scanning Request

**i About**

- Please only request one chapter at a time. We cannot scan entire books.
- Scans are for personal, educational use only.
- We try to fill requests within 24 hours when we're open, but can take longer.  
**Due to high demand requests may take as long as 72 hours, not including weekends/holidays.**
- Requests will be emailed to the email address listed on your Library Account.

**\***  Chapter Number/Name (ex: Chapter 10)

Chapter Author

Start page

End page

I want the full chapter

Comment

**You must read and acknowledge the following statement before submitting your request.**

**\***  Law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or other reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for or later uses a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law. I have read the above statement and agree to abide by its restrictions.

[↻ RESET FORM](#)

[➤ SEND SCANNING REQUEST](#)

- Patrons will receive a pdf file to the preferred email specified in their CUNYFIRST profile. Requests are generally completed within 48hours are submission.