

Requesting and linking to e-readings

You can ask for documents such as book chapters, journal or newspaper articles that are required for student reading, to be made available electronically. Any work that isn't your own must be registered for Copyright Compliance. Please ensure that you have read and understood the [Copyright Guidelines](#) before proceeding to request e-readings.

The following new procedures commence from 8th April 2009

To request an e-reading

Log directly into the [Learning Repository homepage](#) using your Deakin username and password.

OR

Navigate to your [DSO unit home page](#) and to the page you wish to add the e-reading to.

Check if your reading is already available

1. From DSO:
 1. Select the *Add Content Link* drop-down menu
 2. Click on *Resource: Find Link and Add* menu item
 3. Select the *Create Resource: Find Link and Add* button
2. Use the search box to check if your reading is already available. Search using any information from the reading citation, such as author, article or book chapter title, or journal name. (Tip: enclose phrases in double quotes, e.g. "educational research online")
3. If your reading is already available, click on *View More Details*
4. Tick the check box for the reading and click on *Activate* or *Activate and Add*
5. Select your unit code, dates of activation and referencing style as prompted. Click on *Activate* or *Activate and Add*

If your reading is not available

1. From DSO:

1. Select the *Add Content Link* drop-down menu
2. Click on *Resource: Contribute to LR* menu item
3. Select the *Create Resource: Contribute to LR* button

OR

1. From the Learning Repository Home page:

1. On the left side of the screen look for *My Resources*, click on *Contribute*
2. Click on *Third Party Resources*
3. Request a reading by selecting the appropriate form for a journal or newspaper article, an extract from books or other publications, or an extract from a website.
4. Complete one form for each reading required

Accessing created e-readings

1. Once submitted, your request will be processed by the KMD Copyright team and Library staff. Subsequent to approval, requests are usually processed **within 5 working days.**
2. Activated readings are automatically added to unit reading lists accessible from the Library homepage.
3. If you activated the e-reading from within DSO, the link to that reading will appear on your DSO unit page automatically.

Linking to e-readings in your DSO site

Point your students directly to e-readings from within your DSO site, by following these instructions. Links can be made directly to a list of readings, or to an individual reading. These instructions relate specifically to readings that have been created by the Library.

To link to a list of readings

1. From the [Library homepage](#), enter your unit code in the *unit materials box*
2. Check *limit to:e-readings* and click on *Find unit materials*
3. Check you are satisfied that the readings list is the correct one for your unit
4. To create a permanent link to the reading list, use the following URL:
`library.deakin.edu.au/search/f?SEARCH=aaa111+electronic+readings`
5. Replace aaa111 with your unit code. For example:
`library.deakin.edu.au/search/f?SEARCH=alj111+electronic+readings`

To link to an individual reading

1. From the [Library homepage](#), enter your unit code in the *unit materials box*
2. Check *limit to:e-readings* and click on *Find unit materials*
3. Check you are satisfied that the readings list is the correct one for your unit
4. Choose a specific reading and select the greyed-out text labelled *link*
5. Copy the appropriate link and paste it where needed

Further information is available from the [Learning Repository support website](#).
Your [Liaison Librarian](#) can also provide advice on the e-readings request process.