## How to request scan of article/chapter

## To request a scanned copy of a chapter or article:

- 1. Find the item in Orbis.
- 2. Click on the link to "Request scan of article/chapter."
- 3. Log in with your NetID and password or ILL account login.
- 4. Complete all fields and submit the request form.
- 5. Once your request is available, follow the link in the email notification you receive to download the PDF.

Requested items usually arrive electronically within 2 business days.

Visit the following guide for more information: <u>http://guides.library.yale.edu/getit/scan</u> [1]

Source URL: https://web.library.yale.edu/help/orbis/ScanandDeliver.html

Links [1] http://guides.library.yale.edu/getit/scan