Scanning Books for Record Requests
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When submitting requests for bibliographic records, staff can upload scans/images of the title page and the verso into the form. This helps the catalogers ensure that the most accurate record is created/selected and uploaded when adding new books to your library's collection. The form accepts a wide variety of file types for these scans/images but only allows **one file per request**. Because of this, it is best practice to use a PDF file or a Word document.

Using the "scan to document" feature on your library's scanner, scan the title page (or cover if there is no title page) and the verso (copyright page) into one pdf document. Try to keep the book as flat as possible, without damaging the spine; this will create a more readable scan.

TIP: When creating the document, name it something related to the book, such as the author's name or part of the title, for easy identification.

Once the title/verso page of the book has been scanned, it's time to upload it to the form!
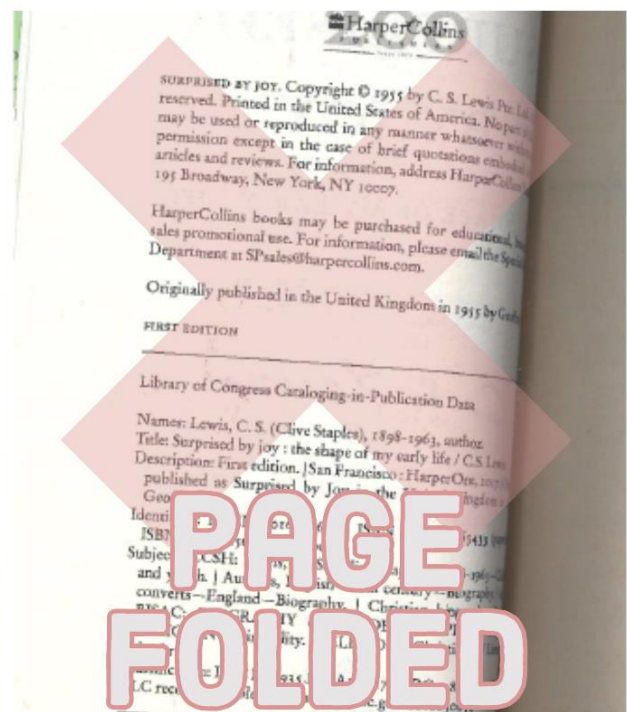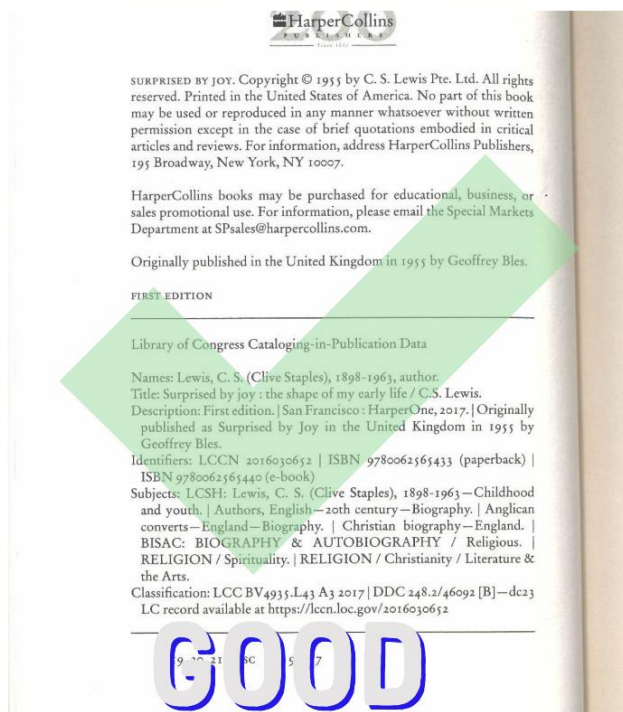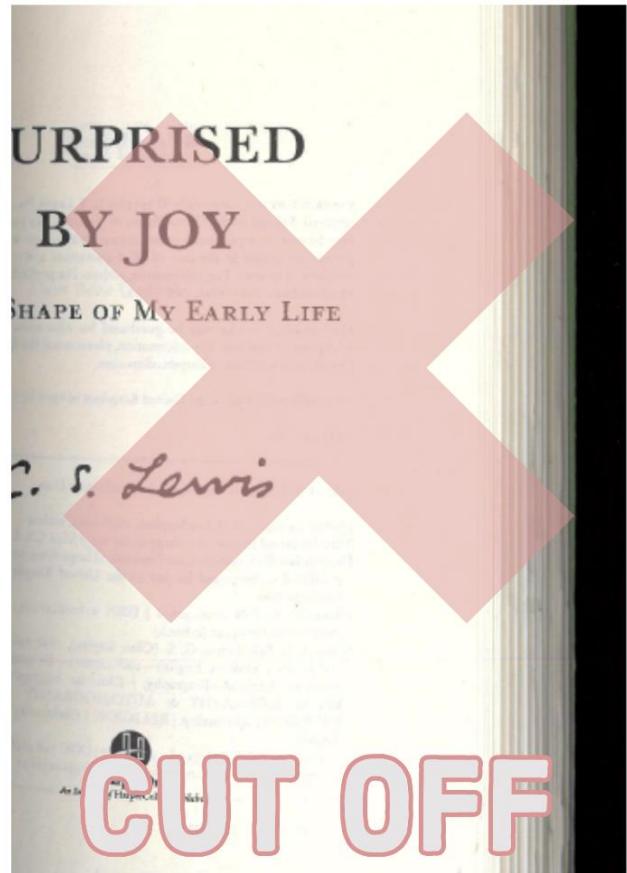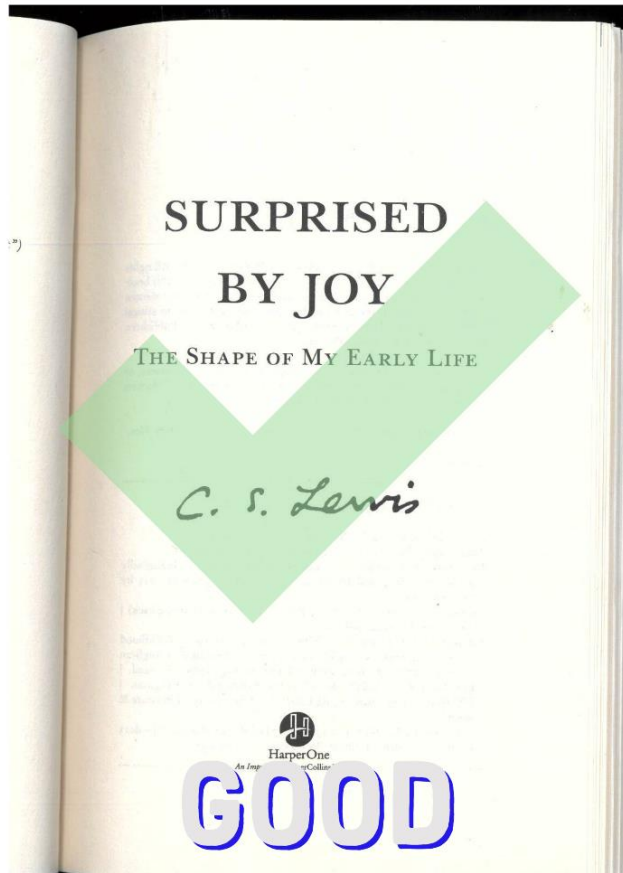
1. Copy and paste the file from your local desktop to the Polaris desktop. Right click to copy and paste or use the CTRL+C (copy) and CTRL+P (paste) to paste the document.
2. Next, click on "Browse" next to the Upload button and find the file on the computer.
3. After finding the file, click "Open" and then the "Upload" button. The text will turn blue when it has been successfully uploaded.
4. Continue filling out the form as normal and submit the request.

The key to this new process is to make sure that the scans are readable for the catalogers. This enables them to easily and quickly find or create the record you need so you can start circulating new collection items.

In the case of not having access to a scanner, a smartphone app can be used. Most scanning apps will automatically create PDF files for you and allow you to transfer them to your computer.

Below are some sample photos of the dos and don'ts along with some screenshots for the upload process.

WHEN SCANNING

SURPRISED BY JOY
THE SHAPE OF MY EARLY LIFE

C. S. Lewis

HarperOne
An Imprint of HarperCollins

GOOD

CUT OFF

HarperCollins
PUBLISHERS

FIRST EDITION

GOOD

PAGE FOLDED

○ Softcover
○ Spiral
○ Other

OTHER INFORMATION

Donated items must fall within the Donation Guidelines to be added to your collection. Read the guidelines here.

If you have a donation that does not fall within the guidelines explain why below:

REASON FOR EXCEPTION TO DONATION GUIDELINES

Upload Attachment

Browse...   Upload

Files must be less than **10 MB**.
Allowed file types: **gif jpg jpeg png txt rtf html pdf doc docx odt ppt pptx odp xls xlsx ods xml**.

Please provide your contact information in case we have additional questions.

NAME *

PHONE *

YOUR OFFICIAL LS&S EMAIL ADDRESS *

LIBRARY BRANCH *

Submit

Choose File to Upload

This PC > Desktop

Organize ▾   New folder

Quick access
- Desktop
- Downloads
- Documents
- Pictures

This PC
- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos
- Local Disk (C:)

Network

Forms   mars   Surprised   Work for Elves   yeates

File name: |

All Files (*.*)

Open   Cancel

○ **Softcover**

○ **Spiral**

○ **Other**

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If you have a donation that does not fall within the guidelines explain why below:

REASON FOR EXCEPTION TO DONATION GUIDELINES

Upload Attachment

C:\Users\charris\Desktop\S   Browse...   Upload

Files must be less than **10 MB**.
Allowed file types: **gif jpg jpeg png txt rtf html pdf doc docx odt ppt pptx odp xls xlsx ods xml**.

Please provide your contact information in case we have additional questions.

NAME *

PHONE *

YOUR OFFICIAL LS&S EMAIL ADDRESS *

LIBRARY BRANCH *

Submit