

This video demonstrates how to place a scan and deliver request for print articles available at the dentistry library. Scan and deliver service provides members of the University of Toronto community with an electronic copy of journal articles that are currently only available in print. To request a print article via scan and deliver we will first need to search for the article in our library's collections. To do this I've already searched for an article in Google Scholar so I'm just going to copy and paste the citation information from Google Scholar into library search on the Dentistry Library's website. As you can see, I've copy and pasted the title of the article, Fluoride and Oral Health, and placed it in quotation. By placing it in quotation our search results will only retrieve articles where these words appear in this exact order. I'll now run the search.

As you can see, the article Fluoride and Oral Health is the first one in our list of results. One more thing we need to do before we can place a request for this article is sign in to our account. To do this we'll choose sign in from the top right corner of the screen and then choose sign in with our UTORid. You will then need to enter your login credentials. Once you've logged in, you can go ahead and click the title of the article to view the item record, which will give you a bit more information about the article including where it is located and the option to make a request for scan and deliver. Select get it, on the left side of the screen, to view the locations where this article is available in print. You can see that this article is available at UTL at Downsview, and at the Dentistry Library. I'm going to go ahead and select the Dentistry Library. This will show me all the item locations for this article and the option to request this article for scan and deliver. I'll go ahead and click scan and deliver, which will open a form. On this form I'll need to fill in some basic citation information about this article to complete our request. To do this I'll just copy and paste the article's title, the article's authors, the first page, and the second page number.

This form will also give you the option to add any additional comments you may wish to include. And then, once you've included all the information that is required, you can go ahead and click send digitization request. Clicking send digitization request will complete your scan and deliver request, and a copy of this article will be sent to your University of Toronto email address.