How to Request a Book Chapter

If you only require a single chapter from a book, you can request a copy of it using Library Search I Ketu on the Library homepage. The chapter will be scanned and emailed to you as soon as possible.

1. Use Library Search I Ketu to search for the book the chapter is published in.

2. Open the result for the book by clicking on the title

3. Go to the Get It section and click Sign in, you will have to do this twice.

4. Log in with your student username and password
5. Once logged in you’ll find there are 2 requesting options available, Request and Scan request. Choose Scan request.

6. Enter the title of the chapter / section required and the page numbers. Click on Request.

7. Request confirmation will display on screen.

8. Once scanned, the chapter will be sent to your University of Otago student email.

9. If you need to follow up on a request, contact the Library:
   Email: ask.library@otago.ac.nz       Phone: +64 3 479 8910