



Linda Hall Library Fellowships – Requesting Digital Scans

A. Linda Hall Library fellows may consult resources in the Library's [digital collections](#). They may also request additional scans through our [online catalog](#) (Primo).

- 1) The Public Services department will create patron accounts for each LHL fellow at the start of the academic year. Fellows will receive an email asking them to authenticate their accounts.
- 2) Fellows may sign into Primo via a social network (Google/Gmail or Twitter/X) or using their email address.
- 3) Further information about managing LHL patron accounts can be found on the Library's [website](#). Fellows can also email questions to the Public Services department (reference@lindahall.org).

B. Linda Hall Library fellows may submit up to 7 digitization requests per week in accordance with the following guidelines:

- 1) Each digitization request should correspond to a single monograph, journal issue, government document, or technical report – or a specific chapter, article, or section from one of those items.

LHL fellows may only request scans of individual journal issues, not a full year or volume.

- 2) Additional information about submitting digitization requests can be found on the Library's [website](#). (Scroll down to the section labeled "To Request a Digital Copy of a Book Chapter or Journal Article.")
- 3) Before submitting a digitization request, please check if the resource in question is freely available through one of the following platforms:
 - a) [Google Books](#)
 - b) [HathiTrust](#)
 - c) [Internet Archive](#)

Requesting materials that have yet to be digitized allows fellows to focus on publications that might not otherwise be available to support their research.

- 4) LHL fellows who need to consult the Library's specific copy of an item may still submit a digitization request. Please include an explanation in the notes section of the online form.
- 5) Materials published over 95 years ago or issued by the United States government are in the public domain and may be fully digitized. All public domain images from the Linda Hall Library's digital collections may be used for any purpose under the terms of a [Creative Commons License](#). The Library's preferred credit line for all uses is: "Courtesy of Linda Hall Library of Science, Engineering & Technology"
- 6) LHL fellows may email reference@lindahall.org to request the table of contents or index from any book or journal. These scans will not count against a scholar's weekly digitization quota and will be added to the item's catalog record to assist future researchers.
- 7) Due to copyright restrictions, the Linda Hall Library can only digitize a limited portion of books or journals that are not in the public domain.
 - a) The Library will digitize complete monographs that are under copyright if LHL fellows are unable to access them through their home institutions or [Amazon](#).
 - i. These materials will be delivered via controlled digital lending.
 - ii. LHL fellows will need to log into Primo to view these materials.
 - iii. Each loan will last 7 days. LHL fellows can view each item in their browsers but will not be able to download PDFs to their computers.
 - iv. During the period of the loan, LHL fellows will be able to close their browser windows and return to the file without losing access.
 - v. After 7 days, access to the file will be suspended. If another patron has requested this item, they will be able to check it out. If not, the original reader may renew the loan.
 - b) Regardless of copyright status, LHL fellows may only request scans of individual journal issues, not a full year or volume.
 - c) To avoid overtaxing our Digital Initiatives Unit, LHL fellows will be limited to a total of 500 page scans per week from books that are under copyright.
- 8) Most digitization requests take 3-5 business days to complete. Once the scan is available, fellows will receive an email with a PDF attachment or a link to the material.