Linda Hall Library Virtual Fellowships – Requesting Digital Scans

Virtual fellows may make use of all resources in the Linda Hall Library's digital collections. They may also request additional scans through the Library's online catalog (Primo) in accordance with the following guidelines:

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

   Only materials published before 1926 or issued by a federal or state government agency may be digitized in their entirety.

   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".)

b) Before submitting a digitization request, please check if the resource in question is freely available through one of the following platforms:
   a. Hathi Trust
   b. Internet Archive
   c. Google Books

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

   (Fellows who need consult the Linda Hall 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.)

c) Digitizing complete journals is a particularly time-consuming process. Before requesting scans of one or more journal volumes, please contact reference@lindahall.org. Our librarians would be glad to scan each volume's table of contents and help identify the most relevant article(s) for a given project.

d) Most digitization requests take 3-5 business days to complete. Once the scan is available, fellows will receive an email with a link or attached PDF of the material.

e) Please submit no more than 7 digitization requests per week.