

Scanning Services

The JPL Library will provide a service to scan documents for UTSA faculty who are up for review. Upon formal request from UTSA faculty, library staff in the Access Services Department will scan textual materials creating PDF format files sending them to you via email or copying them to a flash drive or CD.

Scanning Services

If you would like library staff to scan your materials, follow the steps below.

Note: Faculty materials will only be scanned by full-time library staff. No students will be allowed to handle the materials. Faculty Review materials will be secured with lock and key while at the JPL.

1. Fill out the **Document Transmittal Form** found on the Help and Support web pages.
2. In the "Items to be scanned" section, **clearly define what you will be leaving to scan**. This itemized list should be in the correct order and must have the proper electronic name.
3. **Print this form** and take it with you to the JPL Library Front Desk along with your materials. The Front Desk staff will be trained to assist faculty with scanning requests. *Note: Items with any sensitive content should not be brought by UTSA faculty to the library.*
4. Once you and the Library staff have verified that all documents on the list have been submitted, both parties will **sign the form** to approve the transaction.
5. Your name, date, and list of items to be scanned will be entered into the Library scanning log.
6. Items will be scanned and saved as a PDF file and sent to you via email. The file may also be saved to a flash drive or CD upon request. Each scanned PDF file will consist of multiple pages if the item is longer than one page.
7. The library may require up to **5 business days** to fulfill the scanning request. Upon completion of the scan, you will be sent a file of the scanned material via email, or you will be notified that the flash drive or CD is ready to be picked up. *(Note: If there are any problems with the scanned images such as missing pages, poor quality images, etc., the faculty should notify the library and the items will be rescanned.)*
8. Upon approval of the scanning services, **pick up your materials and the flash drive or CD (if requested)** from the JPL Library Front Desk.
9. You and a library staff member will be required to **sign the form** to verify all items have been returned to you. You will also receive a copy of the form to keep for your records.

Library Staff Will Scan:

- articles
- artwork (please notify Library staff of dimensions)
- 3-dimensional models
- reports
- book covers and first chapters

Library Staff Will NOT Scan:

- entire books
- sensitive documents