

How do I get my readings ready to go online?

1. **LOOK FOR AN ELECTRONIC COPY THROUGH THE LIBRARY.** If you find one, you can just download it and post it online. Use “OneSearch”, “Journals” and “Books & More” on the Morris Library site. You can also call the Morris Library information desk for help finding the article: 618-453-2818.

2. **You can email scanned items to ppimente@siu.edu, or bring originals to CTE, and we will scan and prepare them for you, *for free*.** Prioritize your readings, and indicate which week each reading will be needed. I am hoping we do not get overwhelmed with scanning requests, but if there is a backlog of requests, it may be faster to scan your own materials. A quick (10 minutes) one-on-one training can be provided.
 - a. **Get a good original.** If your original copy is tattered or was created with a poor quality copier, obtain a better copy of the book or journal the reading came from through the library (you may need to use inter-library loan).
 - b. **Do a good job scanning your materials** on a good scanner (refer to our “Good Scanning Practices” handout.)
 - c. **Scan the title and copyright pages**, these are your citations for fair use.