**Requesting a Digital Copy**

The HathiTrust Digital Library has over ten million volumes in its collection. Of those ten million, over 3.5 million are available to be read online and/or downloaded. The rest of the volumes in the HathiTrust are unavailable to be read online and/or downloaded for copyright reasons.

The HathiTrust will, in certain special cases, provide a digital full-text copy of a copyrighted source to members of a participating institution (The University of Alabama, for example). Those special cases are:

- **The person requesting the copy has a print disability**
- The university library has a print copy of the book that is falling apart, missing, or stolen

In this guide I’ll provide a step by step explanation of how students and faculty members with a print disability can request a digital copy of a HathiTrust title that is under copyright restrictions.

**Step One: Contact the University about your print disability**

**Students and Faculty members** will need to notify The University of Alabama of their print disability. To do so, contact the **Office of Disability Services**: http://www.ods.ua.edu; ods@bama.ua.edu; 205-348-4285 (voice); 205-348-3081 (TTY); The Office of Disability Services, Box 870185, Tuscaloosa, AL 35487-0185; Martha Parham East, Room 133-B.

**Step Two: Finding a Source**

To begin the process you’ll first need to find a HathiTrust book (or other type of source) that is **not available** in full view (remember to log in to the digital library first).
In this case, we’ve searched for “foreign policy” and found over one hundred and eighty thousand titles available in full view, and over seven hundred thousand items overall.

To see all of the sources that the HathiTrust has for this search choose All Items.

Twenty-five years of the Foreign Policy Association, 1918-1943.
by Foreign Policy Association.
Published 1943

Foreign policy-making and international politics / P. M. Kamath.
by Kamath, P. M.
Published 1990

When you have chosen all items you will find that some of the books are available in full view mode (in which case you will just need to click full view to read the source online), while some will have a Limited (search-only)
only) icon – these books are not available in full-text. Choose the **Limited (search-only)** icon to proceed to the next step.

Once you have done so you will see a notice that **this item is not available online due to copyright restrictions**.

In the lower left-hand side of the screen you will find a **permanent link to this book**:

Copy and paste this link (and others if you are trying to get digital access to more than one book) into a document, preferably a **Microsoft Word Document** or a **Rich Text Format** document.
Step Five: Contact a proxy

Attach your document in an email to The University of Alabama’s proxy for HathiTrust matters: mljackson@ua.edu. The proxy will contact you to keep you aware of the status of your request.

HathiTrust Terms of Access

- Print copies of relevant works in HathiTrust must be owned currently or have been owned previously by the institution's library system.
- Users must be located within the United States.
- Access to persons who have print disabilities:
  - Users must be members of a partner institution and authenticated into HathiTrust.
  - Users must be certified by the partner institution as having a print disability or as being a proxy for a person with a print disability.
- Section 108 (17 USC §108) replacement, preservation, and distribution uses of digital materials:
  - Users must be authenticated members of a HathiTrust institution or individuals using a computer on a HathiTrust institution's library premises.
  - The number of users who can access a given digital copy at a time is determined by the number of print copies held (or previously held) in the library system. If a library system only has one print copy, only one user at a time will be able to access the digital copy.