



ELECTRONIC DOCUMENT DELIVERY SERVICE

Making it much easier to study and carry out research
at all of our university campuses!

The EDDS started on Oct. 1st, 2013.

WHAT'S EDDS?

You can read documents **which are held in another campuses** on a networked PC in your laboratory or OSL (Open Space Laboratory) **for a fee.**

- ✓ The service is limited to **people that can pay the charge for copying documents at public expense (university funds).**
- ✓ The PC you use has to be **connected to the university network.**

STEP 0 Registering your budget code

Please fill in and submit the “Application for MyKULINE” at your affiliated library.

- Please refer to “Guide to Kyoto University Library Network Online Services” for details.
- If your affiliated library does not offer online EDDS applications with public expense, please ask a librarian.

STEP 1 Getting started with your online application

It is possible to make EDDS requests in the following ways.

- From KULINE
- From Kyoto University Article Linker
- From My KULINE

STEP 2 Logging in

When the following screen is displayed, please enter your ECS-ID or SPS-ID and password, and click **[Login]**.

ECS-ID : Student ID (e.g. a0*****)
SPS-ID : Staff groupware ID



For further information about **STEP 1-3**, please refer to the Reference Guide : Guides : “Guide to Interlibrary Loan Services”.
http://www.kulib.kyoto-u.ac.jp/modules/refguide/index.php?content_id=22

STEP 3 Selecting request conditions

“Select Request Conditions” will be displayed.

Please select the type of materials (Books/Serials) and click **[Next]**.

STEP 4 Entering request information

“Request Information Entry” will be displayed.

- Please enter and confirm your request information. (1. to 3.)
- Please be sure to select “Public Expense” and click **[Select Budget]**, and then select your budget code and click **[Submit]**.

4. Enter (Confirm) the following payment method.

Payment type: Private Expense
 Public Expense

Public expense(subject) National School

Used Budget: Please select **Select Budget**

For payment at public expense, please select the registered budget is needed.

Budget Selection

Click the "Submit" button after setting the following condition.

Select the budget from the following list to be used for payment.

Choose Budget name

Submit

- When requesting photocopies from other KU libraries in another campuses at public expense, you generally read the documents in PDF format.
- Only single copies may be made.
- If you prefer printed documents, please write in “5. Notes” section as follows: “Printed documents preferred.”
- Finally, click **[Submit]**.

5. Notes

Remarks:

(Example) Please make color copies of all colored images within the article. Please contact the retriever of the material, Name (Tel. **-****).

If you find that a book is registered with other systems than KULINE or CINIBooks, write details about the systems.

(Example) National Diet Library NDL, CRAC, BL, CRAC, CRAC of XX University, etc.

When you request a photocopy from a remote library at public expense, you generally read the material in PDF format and can print a single copy of it. If you prefer printed material, please write in comment box like following "I want to receive materials in paper."

* Please note that some libraries cannot provide materials in PDF format.

▲ Go to the top of this page

Submit Back to Select



In cases where documents consist of numerous pages, pictures or illustrations, or for other reasons specified by the holding library, only hard copies will be available. Please be aware of these situations beforehand.

STEP 5 Confirming and completing your request

“Request Confirmation” will be displayed.
Please confirm your request information and click **[Submit]**.
Then, the “Request Completion Notification” will be displayed, please click **[Close]**.

STEP 6 Collecting the photocopy

When the photocopies are ready to be viewed (or picked up), notification will be made by e-mail from your affiliated library.

STEP 7 Reading the document on MyKULINE

- Please login to MyKULINE, and click **“Copy request X Item(s)”**.
- “Copy request list” will be displayed, your request status will indicate **“Receivable”**.
Please click **the title** under “Bibliographic information”.

The screenshot shows the MyKULINE interface. At the top, there are navigation links for 'HOME', 'Service', 'Guide & Course', 'FAQ', 'List of KU Libraries', 'Hours', and 'Contact us'. A search bar is visible with options for 'Basic Search' and 'Advanced Search'. Below the search bar, there is a section for 'MyKULINE - Your Library Record' which shows 'Kyoto University Library Notifications to Mr./Ms.: *****' and 'There is no notification from the Lib.'. It also indicates 'Borrowing 0 Item(s)' and 'Reservation 0 Item(s)'. A red box highlights the text 'Copy request 9 Item(s) Receivable 1 Item(s)'. Below this, a table shows the details of the copy request:

Status	Apply Lib	Apply date	Bibliography information
Receivable	Medical Library	2014/01/22	Verhandlungen der Internationalen Vereinigung für Theoretische und Angewandte

A red arrow points from the highlighted text in the table to a larger view of the 'Copy request list'. In this view, the text 'Copy request list 1-6 of about 6 (1 item(s) are receivable)' is highlighted with a red box. Below this, there is a filter for 'Status' set to '10 Items'. A table shows the list of requests:

No.	Status	Apply Lib	Apply date	Payment type	Bibliography information
1	Receivable	Medical Library	2014/01/22	Public expense(subject)National School	Verhandlungen der Internationalen Vereinigung für Theoretische und Angewandte
2	Cancelled	Medical	2012/09/24	Private expense	International journal of psychiatry in

STEP 7

continued from p.3

- Please click **the URL** displayed next to "Notification from Lib".
- The document may be read on a networked PC in your laboratory or OSL.

Copy request detail 1 of about 6

Your Library Record > Copy request list > Copy request

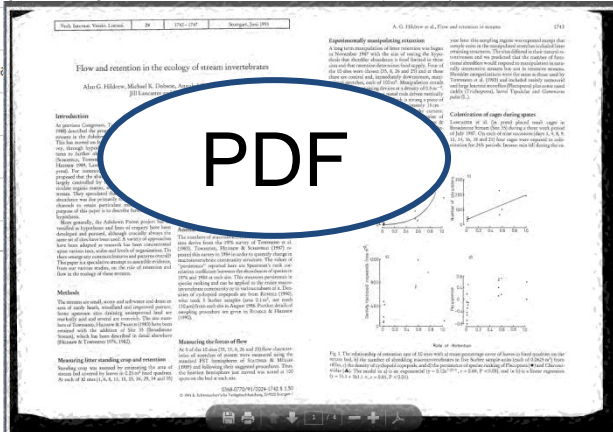
Each request can be cancelled or deleted separately. ?

Bibliography information	Verhandlungen der Internationale Vereinigung für theoretische und angewandte Limnologie
Status	Receivable
Apply Lib	Medical Library
Apply date	2014/01/22
Arrival date	2014/01/22

This URL will be available for 2 weeks from the date of receiving the notification e-mail. Please use it by the expiry date. If you can not use it by the expiry date, please consult your affiliated library.

Article title	FLOW AND RETENTION IN THE ECOLOGY OF STREAM INVERTEBRATES
Notification from Lib	[http://m.kulib.kyoto-u.ac.jp/webopac/illsnd.do?libid=1001&libname=IL306963.pdf]
Bibliography ID	SB00065625
Copy type	Photocopy
Range	Any domestic libraries (not-free)
Sending method	EDDS
Payment type	Public expense(subject)N
Receiving contact Status	Not delivered

Please note that if you access to the URL off-campus, the following message will be displayed and the document can not be viewed.



システム・メッセージ

OP-5007-W

あなたがアクセスしたPDFは学内環境のみご利用可能です。研究室やOSLからアクセスしてください。

The PC you use has to be connected to the university network in order to view PDF documents. Please be sure to observe Japanese copyright laws when using the service.

- Only single copies of the documents may be made.
- PDF files can not be downloaded or saved to your PC.
- Reproducing and distributing the documents is prohibited.