



ELECTRONIC DOCUMENT DELIVERY SERVICE

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

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 **Kyoto University Library Network > Service > Guide to Interlibrary Loan Services.** <http://www.kulib.kyoto-u.ac.jp/service/12723?lang=en>

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 CINIiBooks, write details about the systems.

(Example) National Diet Library NDL, OPAC, BI, OPAC, OPAC 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 website 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 prominently displayed with options for 'Basic Search' and 'Advanced Search', and a search button. Below the search bar, there are links for 'Classification', 'Journal A-Z', 'Textbook/RareBooks', 'New Arrivals', 'Borrowed Ranking', 'Review', and 'Tag'. The main content area is titled 'MyKULINE - Your Library Record' and shows 'Kyoto University Library Notifications to Mr./Ms.: *****'. It indicates 'There is no notification from the Lib.', '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 larger 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 table with columns for 'No.', 'Status', 'Apply Lib', 'Apply date', 'Payment type', and 'Bibliography information'. The first row shows a request with status 'Receivable' (circled in red) from 'Medical Library' on '2014/01/22' for 'Public expense(subject)National School'. The 'Bibliography information' for this row is 'Verhandlungen der Internationalen Vereinigung für Theoretische und Angewandte', which is also highlighted with a red box. The second row shows a 'Cancelled' request from 'Medical Library' on '2012/09/24' for 'Private expense' with the title 'International journal of psychiatry in'.

