EDDS



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].

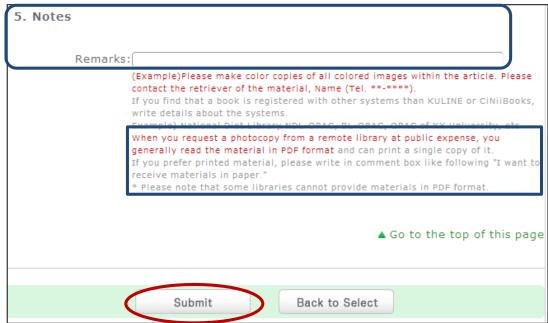
STEP 4 Entering request information

"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].



- 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].



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].

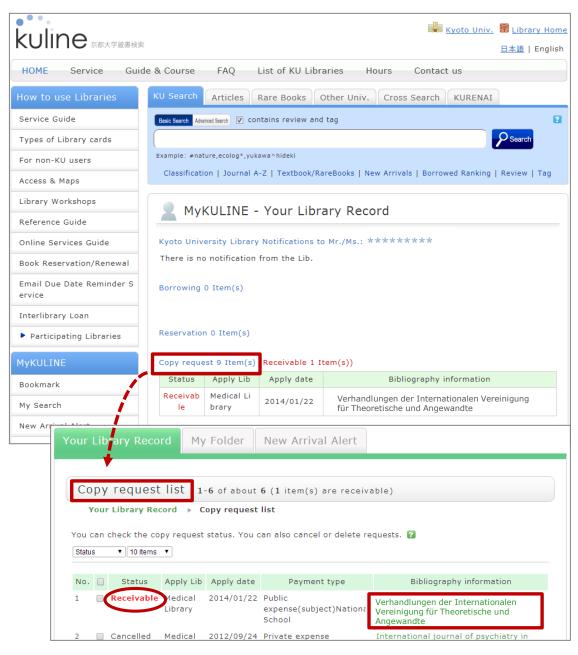
STEP 6 Collecting the photocopy

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".

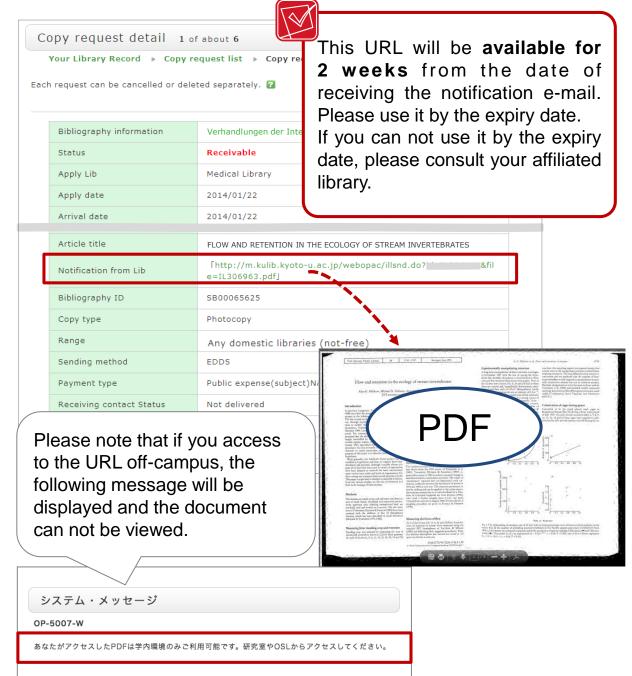


STEP 7

Please click the URL displayed next to "Notification from Lib".

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 The document may be read on a networked PC in your laboratory or OSL.





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.