



# Guide to Interlibrary Loan Services

Let's make Interlibrary Loan Requests online ♪

## (0) Overview

- University members can make Interlibrary Loan (ILL) requests.
  1. **【Photocopy】**
  2. **【Loan】**
 ※It is not possible to make requests if the material is available in your home campus.
 

In order to obtain such materials, please visit the holding library in person.
- Please read in advance "Guide to Kyoto University Library Network Online Services". (<http://www.kulib.kyoto-u.ac.jp/service/12718?lang=en>)
- **Please be sure to logout, when you complete your request!**
- **Before ordering, please check by KULINE whether the material is available in your home campus.**
- According to Japanese copyright law, photocopies may be made under the following conditions.
  - A certain period of time has passed since the date of publication.
  - Only a portion of a given book may be photocopied. (In principle, photocopying of an entire book is not permitted.)
  - The purpose of photocopying is for research only.
- Some lending libraries require that borrowed materials be used in the borrowing library only or prohibited to copy.
- In order to obtain articles or borrow books, there is a charge as well as a wait period.

		Intercampus Loan Service	Interlibrary Loan Service
Charge	Photocopy	It costs 10-20 yen per page. Postage is free.	It costs 35-60 yen in monochrome / 100-150 yen in color per page plus postage. Please note some libraries require additional charges.
	Loan	No charge	Postage is required both ways. Please note some libraries require additional charges.
Wait period		It takes a few days to 1 week to obtain material. Wait period varies depending upon the lending library and materials requested.	It takes about 1 week to obtain material. Wait period varies depending upon the lending library and materials requested.

## (1) How to apply

- It is possible to make Interlibrary Loan online in the following ways.

From Search Result of KULINE	From KU Article Linker	From Homepage of KULINE
<p><b>Copy request</b> <b>Loan request</b></p>	<p>4. Request This Article via ILL <b>Submit</b></p>	<p><b>Copy request</b> <b>Loan request</b></p>

(2) Login (This screen may not be displayed. Please go to the next step.)

Put enter your **ECS-ID** or **SPS-ID** and **password** and click **[Login]**.  
**ECS-ID** : For Students (i.e. a0\*\*\*\*\*)  
**SPS-ID** : For Faculty and Staff Members (i.e. taro123kyodai)

- If you fail to login, please close the window.
- If you can not login, please ask Kyoto University Library KULINE Services WG. (cf. p.4)

(3) Select Request Condition (This screen may not be displayed. Please go to the next step.)

"Select Request Conditions" will be displayed. Select a type of the material (**Books / Serials**) and click **[Next]**.

**Books** : borrowing a book or photocopy of a portion of a book  
**Serials** : photocopy of an article

(4) Request Information Entry

**1. Material Information**

- **[Photocopy]** Please make one order for each article.
- **[Loan]** Please make one order for each book.
- Please fill in the information details. If you can not fill in the column, please write "unknown". If the request information is not correct, wait time may be extended.

**2. Client Information**

- Please select or enter the e-mail address and phone number.

**3. Request Information**

- Apply Library : You will pick up materials at the applying library. Applying library varies from the faculty to which you belong as well as method of payment. Please see "List of Libraries which accept Interlibrary Loan Request Services" (<http://www.kulib.kyoto-u.ac.jp/service/12724?lang=en>)
- Range : If you want to get materials from foreign libraries, please contact the apply library in advance.
- How to send : When requesting express mail, select "Express" in the pull down menu. (Extra charge required.)
- Restriction : Select the restriction condition of the borrowing book.

**4. Payment Method**

- Private expense: Payment should be made when the users obtain the material.
- Public expense: Please select the "ILL" budget (i.e. \*\*\*\*\*-ILL). For payment at public expense, please ask your affiliated library.

**5. Notes**

- Please check the next page "How to write Notes".
- Finally, please click **[Submit]**.

### How to write Notes

- **[Photocopy]** (e.g.) Please make color copies of all colored images within the article.  
**[Loan]** (e.g.) I want to cancel this request if the item is in-library use only or prohibited to copy.
- If you have located the material in a specific library, please write it in detail.  
(e.g.) National Diet Library NDL-ONLINE, British Library OPAC, X university OPAC  
(e.g.) Web of Science, PubMed, CiNii, Scopus
- When a material which is originally available at Kyoto University becomes unavailable for a certain reason (lost, on loan for a long period, library under construction), please write the reason in the notes section.

## (5) Request Confirmation

"Request Confirmation" will be displayed. After checking the request information, click **[Submit]**.

- When changing the request information, click **[Back to Entry]**.
- **When canceling the request, logout.**

After submitting the request, you are required to pay a charge.

- It is possible to cancel the request through "MyKULINE", if the request has not been processed.
- Please note, it is not possible to cancel the request if the request has been processed.
- Please check the next page "(7) How to check the request status".

## (6) After completing request

"Request Completion Notification" will be displayed.

- Confirmation E-mail will be sent to your e-mail address.
- You can check the request status through MyKULINE.

**Please be sure to logout, when you complete your request!**

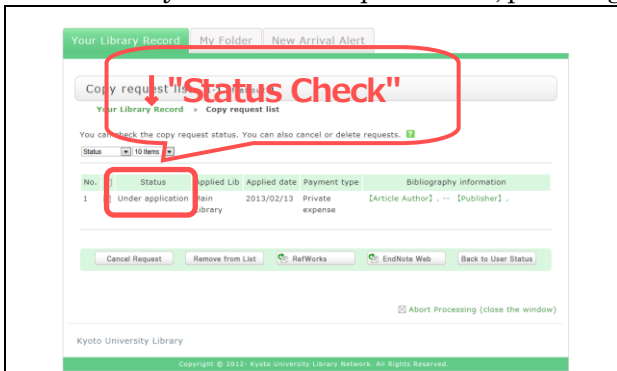
When the photocopies or books are ready to be picked up, notification will be made by E-mail. Please pick them up as soon as possible.

Inquiries about the request should be made to the applying library.

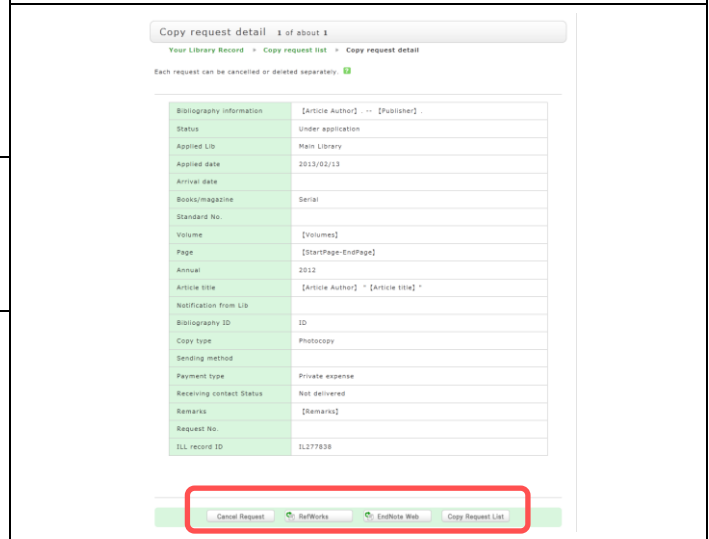
Please be sure to tell your request No.(i.e.IL277838) as well.

## (7) How to check the request status

- When you check the request status, please login to MyKULINE.



- ← Copy request list / Loan request list
- Click "Bibliography information" to check the request detail.
- You can cancel or delete requests. Please check the checkbox and click the button at the bottom of a screen.



### Copy request detail / Loan request detail →

- You can cancel requests. Please check the checkbox and click the button at the bottom of a screen.

### ATTENTION!!

- You can cancel requests if the status is "Under application".
- You can delete requests from the list if the status is "Rejected", "Cancelled", "Received" or "Returned".

### Status Check

- **【Copy request / Loan request】**
  - Under application : Request is accepted. You can cancel requests through MyKULINE.
  - Under examination : Request is processed. When canceling the request, please ask a librarian in the applying library.
  - Waiting for arrival : Material is on the way. You cannot cancel request.
  - Cancelled : Request is cancelled.
  - Rejected : Request is rejected. Please check "Notification from Lib" at request detail.
- **【Copy request】**
  - Receivable : Photocopies are ready to be picked up at the applying library.
  - Received : Photocopies are delivered.
- **【Loan request】**
  - Available : Books are ready to be picked up at the applying library.
  - Loaned out : You are borrowing books. Please return books to the applying library before due date.
  - Returned : Books are returned.

## (8) Contact

When you cannot make requests, please contact Kyoto University Library KULINE Services WG.  
Please give the following information.

- Your name and faculty
- When the trouble occurred
- Request information
- Content of the error message displayed

KULINE Services WG Mail : [kuline\\_at\\_mail2.adm.kyoto-u.ac.jp](mailto:kuline_at_mail2.adm.kyoto-u.ac.jp) / Tel. : 075-753-2638