

# Application Form for Photocopy/Interlibrary Loan at Public Expense

## ■ Notes

- After submitting this application form, you will be able to use the ILL service through the Kyoto University Library Online Service (MyKULINE).
- In order to use ILL services at public expense, the following requirements must be met.

- ☐ Undergraduate and graduate students must have a student ID card, full-time faculty/staff must have a staff ID card, part-time faculty/staff or other staff must have an authorized IC card at the library, and other users must have a library ID card.
- ☐ ECS-ID (account for students and part-time faculty) or SPS-ID (account for faculty/staff) must be obtained.
- ☐ Public expense (recurring budget such as Management Expenses Grant) must be available and confirmed by the person responsible for payment.

- Please fill in the blanks as necessary, and submit this form to your affiliated library.
- When you submit this form, please bring your identification with you, such as a student/staff ID, an authorized IC card, and a library card.
- The personal information provided with in this form will be used exclusively for library operations.

## ■ Applicant Information

ECS-ID (e.g. a*****) or SPS-ID (e.g. taro123kyodai)													
ID Number *Please fill in with left-aligned.	<input type="checkbox"/> Student ID (10digits) <input type="checkbox"/> Staff ID (9digits) <input type="checkbox"/> Library Card (13digits)												
Name													
Pronunciation for Name *Please write in <i>katakana</i> .													
Department													
Phone Number	— — / Extension												
E-MAIL	<input type="checkbox"/> KUMOI: @st.kyoto-u.ac.jp <input type="checkbox"/> KUMail: @kyoto-u.ac.jp (Only for those who do not have KUMOI/KUMail) <input type="checkbox"/> Other:												
Budget Department Code (10 digits)													
Budget Department Name *Please write in Japanese.													
Signature of Person Responsible for Payment	[mark here _____]												

## ■ By library staff

<input type="checkbox"/> 【閲覧＞利用者登録＞ILL窓口コード】が自館であることを確認した ※他館が誤って登録されていた場合は、自館に修正する	
<input type="checkbox"/> 【閲覧＞利用者登録＞ILL予算コード】に「予算部署コード」を入力した	
入力館：	入力日： . .