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/staff: a0******) or SPS-ID (account for faculty/staff: e.g. taro123kyodai) 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.	☐Student ID(10digits) □Staff ID(9digits) □Library Card(13digits)
Name	
Pronunciation for Name *Please write in *katakana.*	
Department	
Phone Number	― ― / Extension
E-MAIL	☐ KUMOI: @st.kyoto-u.ac.jp ☐ KUMail: @kyoto-u.ac.jp (Only for those who do not have KUMOI/KUMail) ☐ Other: @
Budget Department Code (10 digits)	
Budget Department Name *Please write in Japanese.	
Signature of Person Responsible for Payment	[mark here_____]

■By library staff

☐ 【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	
☐ 【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： . .