Use OPAC “Library Services” Function (3)

From Nagoya University Library Search (OPAC) screen, you can apply for request of either books or articles, which Nagoya University does not hold.

* Nagoya University ID and password are necessary to use this service. For more information about Nagoya University ID, please refer to http://www.icts.nagoya-u.ac.jp/en/info-english/nuid-english.html (Information and Communication Headquarters > Nagoya University ID)

**Request books or articles**

You can request a **book (loan request)** or a **copy of a journal article or a book chapter (copy request)** from other libraries such as university libraries in Japan, public libraries, National Diet Library and overseas libraries. This service is called Interlibrary Loan (ILL).

**Nagoya University Library bears a part of the ILL expenses.** You do not need to pay the cost of copy request and one way postal charges for loan request from almost all university libraries in Japan.

**<How to apply for ILL request>**

(1) After confirming that the material which you are looking for is not in Nagoya University library, click [Other Univ] tab.

(2) Click its title to open [NII Bibliography Details] screen, then check [Library] and [Volume] in the “Holdings Listing” area.

- **Holdings Listing:** List of libraries where this book (or journal) can be found.

- The Library will decide where to request it from, thus it is not necessary to decide when making an order.

(3) Click “**ILL Copy Request (get a copy from another library)**” or “**ILL Lending Request (borrow the actual book)**” in “Get it from another organization” menu on the right side of webpage.

**Notice when applying ∗**

- Journals cannot be requested. (Only the copy of article can be requested)
- Since copying a whole book is **not allowed**, if you want to read the entire book, choose loan request.
- The applicant assumes full responsibility for any infringement of the copyright in the use of the item which he/she borrows through this application.

(1) Click [Other Univ] tab

(2) Holding libraries

In case of journals it will appear as follows.

(3) Click “**ILL Copy ...**” or “**ILL Lending**”

(4) When [User authentication] screen opens, enter your Nagoya University ID and password and log in.

(5) [InterLibrary Loan Request] or [InterLibrary Copy Request] screen appears. (Please turn over.)
(6) On [InterLibrary Loan (or Copy) Request] screen check the content, fill in the form and click [Submit].

① **E-mail address and Phone number:**
   Be sure to select valid e-mail address and phone number. If appropriate contact information doesn’t appear, please fill in each enter box.

② **Pick-up library:** the library where you want to pick up ordered materials.
   Basically it is your departmental library.
   When ordering from public libraries in Aichi, choose “Cent Lib” from pull down menu.

Order from public libraries in Aichi pref.
- It is possible to order from Aichi Prefectural Library, Nagoya City Library, municipal libraries in Aichi Prefecture.
- Postage is free of charge
- It may take more than 2 weeks when ordering from libraries other than Aichi Prefectural Library.
- Enter “Expect to order from public library in Aichi” in the [Note] column.

③ **Payment type:** method of payment in case when expenses are charged
   If you want to order at “University Expense (paid by university)” not “Private expense (paid by applicant)”, the first time is necessary to register the budget. In ⑤ Note area make an entry about using school funds, departmental library, study field etc.

④ **Document information:**
   In case of loan request, if the materials are in volumes, please do not forget to enter the necessary volume number. In case of copy request (refer to ④’), please enter in details as much information as possible book/journal title, volume number, author, number of pages, about title of article/chapter in the book, etc. If the information is not enough, it can be difficult to specify the necessary part for copying, and sending will take time.

⑤ **Note:**
   If there are other informative details, please enter. For example “I want to receive before ○month△day”, “order from public libraries in Aichi prefecture”, “requesting at University Expense, ○○Laboratory”.

(7) In [Loan (or Copy) Request Confirmation] screen, confirm an order and click [Submit]

(8) In [Complete order] screen, click [Close]

The request is complete. Click “Abort Processing (close the window)”, to close the tab and click **Logout** on upper right corner on the OPAC screen. We will inform you when the material arrives, so come and pick it up as soon as possible.

※**Notices about period before ordering, receiving, etc.**
- Generally, it takes about 1 week for order to arrive. However, it depends on the order location and/or post office, holidays etc. Please plan enough time when making an order.
- When order a book, return it until the due date.

You can check the ILL request status in [My Account] screen. About how to use [My Account] function, please refer to **Guide Sheet 6-1E [Confirm Status / Renew Due Date].**

Nagoya University Library 6-3E Interlibrary Loan/Copy Request