



6-3E Interlibrary Loan / Copy Request

Use OPAC “Library Services” Function

Library users can order the copy of an article or the book from other universities and institutions through Nagoya University Library Search (OPAC).

*THERS account is required to use the service. For information about THERS account, please refer to the following page: Information and Communication <<https://icts.nagoya-u.ac.jp/ja/services/thersaccount/ms365start.html>>

Request books or articles

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

- Before applying the material, please use OPAC to make sure it is not in the same campus.
- Please make sure the material is not available in the E-journal Access Service.

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 choose the supplying library, thus it is not necessary to decide by yourself when placing 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 ...”

No.	Library	Location	Volume	Call No	Registration No.
0001	ブール		:hbk	468/D	1071353
0002	京大	環境科学	:hbk		
0003	京大地理		:hbk	468 D86	
0004	金大	自然図2F環境学	:hbk	468:D692	

No.	Library	Location	Year	Volume	Continuing
0001	三重大	回	1998-2001	2-5	
0002	横浜市		1997-2012	1-15, 18(1-8)	Accession continuing
0003	筑大		1997-2002	1-8	

- You can also apply for “copy application” and “loan application” through “user service” on the top of OPAC webpage.
- You can also apply by clicking displayed in the database.

- (4) When [User authentication] screen opens, enter your THERS account 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 .

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.

③ **Payment type:** method of payment in case when expenses are charged

④ **Document information:**

Please enter information as much as possible. If the information is not enough, it can be difficult to specify the necessary part for copying, and sending will take time.

In case of copy request (refer to ④)

⑤ **Note:**

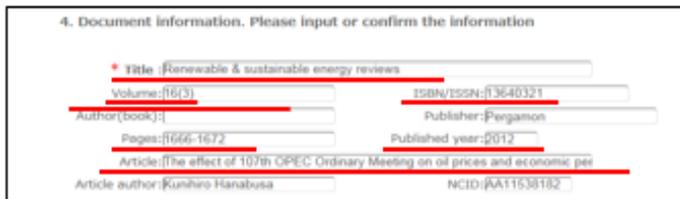
If there are any notices such as "I would like to get it by the date of xx MM/ xx DD", "I want to take it outside the library", "Cancel if paying (in case of copying)", please type in.

If there is no statement in advance, we will order it no matter there is any restrictions/charges or not.

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

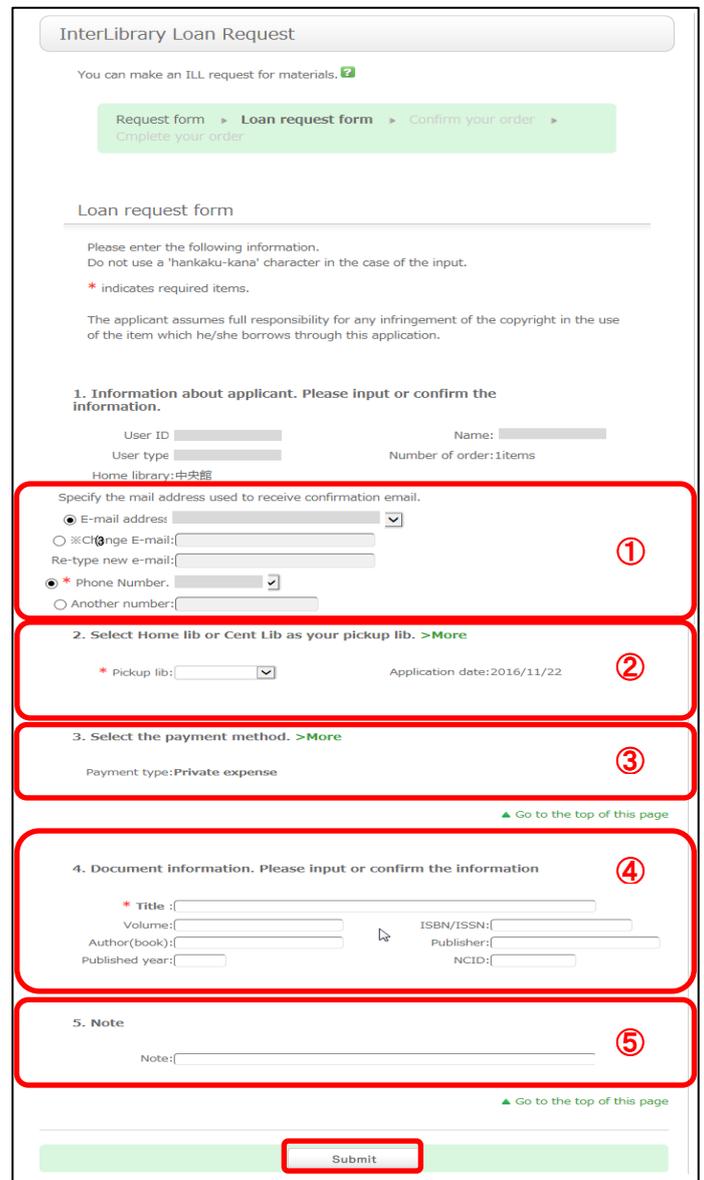
- (8) In [Complete order] screen, click .

④ In the case of "InterLibrary Copy Request" ↓



4. Document information. Please input or confirm the information

* Title: Renewable & sustainable energy review
Volume: 16(3) ISBN/ISSN: 13640321
Author (book): Publisher: Pergamon
Pages: 1666-1672 Published year: 2012
Article: The effect of 107th OPEC Ordinary Meeting on oil prices and economic per
Article author: Kunihito Hanabusa NCID: PA11538182



InterLibrary Loan Request

You can make an ILL request for materials. 

Request form > Loan request form > Confirm your order >
Complete your order

Loan request form

Please enter the following information.
Do not use a 'hankaku-kana' character in the case of the input.
* indicates required items.

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. Information about applicant. Please input or confirm the information.

User ID: _____ Name: _____
User type: _____ Number of order: 1 items
Home library: 中央館

Specify the mail address used to receive confirmation email.

E-mail address: _____ ①
 Change E-mail: _____
Re-type new e-mail: _____
 * Phone Number: _____
 Another number: _____

2. Select Home lib or Cent Lib as your pickup lib. >More ②

* Pickup lib: _____ Application date: 2016/11/22

3. Select the payment method. >More ③

Payment type: Private expense

▲ Go to the top of this page

4. Document information. Please input or confirm the information ④

* Title: _____ ISBN/ISSN: _____
Volume: _____ Author (book): _____ Publisher: _____
Published year: _____ NCID: _____

5. Note ⑤

Note: _____

▲ Go to the top of this page



The request is complete. Click "☒ Abort Processing (close the window)", to close the tab and click  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](#)].

For more information about ILL service, please refer to https://www.nul.nagoya-u.ac.jp/guide/index_e.html#guidetoriyose