How to Order Materials Which Are Not in Our Library ～ ILL ～

If you need materials which are not in our library, you can order them from other institutions and read them in the library. Some materials may be ordered, while others may not be ordered but its photocopies may be sent. The following explains how to apply for the service and the important notes when using it.

▼ ILL （Inter Library Loan）

About **ILL (Inter Library Loan)** ・・・ It refers to making and accepting requests for photocopying materials and lending / borrowing actual materials between libraries. This allows you to obtain materials which are not in our library. For the ILL, there are "Loan" and "Photocopying materials".

- □ **Loan** : Having actual materials sent from other universities and institutions
- □ **Photocopying Materials** : Having photocopies of part of books or articles in journals sent from other universities and institutions

▼ How to Apply

There are 2 ways to apply for the service.

a. Fill Out a Form at the Library

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Among various application forms placed at the circulation desk, pick and fill out an application form for the ILL (Inter Library Loan).

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Apply at the Circulation Desk

b. Apply by E-Mail

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Write "Request for ILL" in the subject line and include the following in the text of the e-mail:
①Full name
②Student ID number
③Detailed information of the materials you wish to order or request photocopying

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Apply to kufslib@kufs.ac.jp

▼ Matters to Be Stated in the Application

Loan : Title, Author, Year of Publication
Photocopying : Title / Journal Title / Document Title, Volume ・Number・Year,
Materials Corresponding Page

▼ Important Notes

When using this service, please read the following important notes beforehand, then go through an application procedure at the circulation desk or by e-mail (**kufslib@kufs.ac.jp**).

✔ Important Notes (Loan)

1. In principle, this service requires a round-trip fare for loan. (Charged)
2. The books / materials you use through this service are in-library use only. You may not borrow them (take them out of the library).
3. It takes about a week from the application to the arrival of the materials.
4. The period of use is about 3 weeks (depending on the Library Calendar) form the day you received the notification of arrival.
5. If you wish to extend the period of use, please notify a librarian at the circulation desk by the day before the expiry date. (However, the extension may not be allowed due to the regulations and circumstances of the other party.)
6. Depending on the materials, your request may not be accepted.
7. Journals are not available for loan. If you know which part you wish to read, please consider using the photocopying service.

✔ Important Notes (Photocopying Materials)

1. In principle, this service requires photocopying fees and postage. (Charged)
2. It takes about a week from the application to the arrival of the photocopies.
3. If the books / materials you wish to photocopy are written by multiple authors, photocopying may not be possible.

The ILL service is charged (used at your own expense).
Please read the important notes very well before applying.