

How to request copies and book loans from other institutions

In the case of materials that are not available in our library, you may request them from other institutions in Japan, the Diet Library, or institutions abroad. You may borrow the actual materials or receive photocopies. (Copying and mailing fees apply.)



Before you make request, please make sure of the following :

■ Have you searched our library's materials or E-journals?

We can only make outside requests on the condition that the requested materials are not available in our library. First of all, check using “OPAC” or “E-Journal list” from our library web page ([http:// lib.nagaokaut.ac.jp](http://lib.nagaokaut.ac.jp)) .



■ Are the materials you wish to obtain available on the Web free of charge?

In recent years, open access journals, documents in institutional repositories, results of research conducted through grants-in-aid, and many other documents are being made available to the public online and can be viewed at no charge. Please check whether these materials are available for free from “Google Scholar”, “CiNii Articles”, “J-STAGE” etc.



In case you still cannot find the materials

We will request a copy or book loan from another institution. Please make your request through the following steps.

<Request Process>

1. Log in to our library system

- 1) Access our library web page <<http://lib.nagaoka.ac.jp>> and click “OPAC” at the lower right of the screen.



- 2) Select “Inter Library Loan/Photocopy Request” from the user service menu.



Page of “OPAC”



User services of “OPAC”

- 3) Log in to “OPAC” using your “TO-GO” account.

※When using user services of OPAC, “TO-GO” account is necessary issued the Information Processing Center.

2. Copyright Agreement

Photocopy/Interlibrary Loan

Please read the following of the copy when it applies and is hit.

Name	Affiliation
孫大花子	電気電子情報工学課程

■Please observe the Copyright Law when you copy the document.

As for the library, the copy of the book is admitted only as follows by Article 31 of the Copyright Law.

- A part of the book,
- Limit the all to the one that the period considerably was passed after it issues it about the itemized discussion sentence published in the periodical and other articles though it is possible to copy.
- Next number becomes a thing used as a previously published book or the thing which passed through three months after issue.)
- Copy number of copies is a part per one person.
- It restricts to a user's investigation research.
- It re-copies or does not distribute.
- I accept the agreement. I do not accept the agreement.

InterLibrary Loan/Photocopy Request

Read the statement concerning the Copyright Law, check [I accept ...], and click “InterLibrary loan/Photocopy Request”.

Note : If you forget the details of your “TO-GO” account, please confirm it at the Information Processing Center.

1. Completion and Confirmation of the Request Form

- 1) Fill in the required items on the request form. Make sure that the information is correct, and click **"Send"**.



- 2) On the confirmation screen, click **"Send"**. When the requested material arrives, we will contact you by e-mail or telephone.

1 Selection of a Payment	When selecting "公費 (Research funds)", be sure to enter the name of the faculty member from whom permission has been granted under "name of payer".
2 If not available in Japan	When making overseas arrangements, note whether private expense may be used in the event that research funds are unavailable.
3 Upon arrival	Indicate whether you will receive the requested materials by campus mail (in the case of student, via the faculty advisor) or pick them up at the library counter. When using private expense, payment will be necessary, so please select the library counter option.
4 Selection of Sending Means.	Materials will be delivered by fax or DDS (application by e-mail, delivery of printed matter). In some cases, the request may be invalidated because no institution can meet the request or because of copyright laws.
5 Selection of the Request method.	Note whether the request is for a copy of a document or a book loan.
6 Volume and Article Information	Volume/Page : Volume number and pages of requested materials Author/Subject of copy : Name of article's author and title
7 Document Information	Author/Publisher : Name of author or publishing company Title : Name of journal or book
8 Please input Comment.	In the event that a requested document includes color pages, a color copy will be provided. If a black and white copy is desired, please note this here.

Time and Fees (for your reference)

Time from request to arrival of materials (domestic)	Normal request : 3-7 days Express delivery request : 2-3 days (neighboring prefectures) FAX/DDS request : same day
Reproduction fees (domestic)	Universities, etc. : fees and postage are as follows (rates vary depending on institution) <Black and white> 30-55yen/page <color> 50-200yen/page National Diet Library : 24yen(A4/B4)/page + packing charge (150yen) + tax + postage
Book loan fee (domestic)	Normal request : postage + return postage Total amount 1,000yen (estimate)
Overseas arrangements	British Library : (copies) 2,350yen/ request + copyright (loans) 4,060yen/ request + return postage America : charges vary according to university ※Time until procurement : approximately 1 month (estimate)

Status Check of Requests

- 1) As in the case of requests (see section 1), log in to "OPAC". Select **"Check Status of loan/Photocopy"** from the user service menu.
- 2) A list of requests and their current status will appear. To see a more detailed screen, click on your **request number**.
- 3) You can cancel a request using the **"Cancellation"** button.

※Requests may only be cancelled when their status is listed as "Under Preparation".

