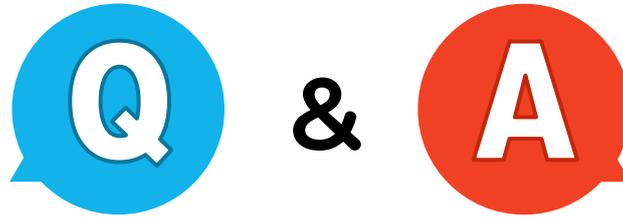


InterLibrary Loan (ILL)



“InterLibrary Loan (ILL)” is paid service that you can order photocopies of literature, and books from off-campus libraries. Also, you can visit off-campus libraries and use materials.

Requesting Books and Article Copies from Other University Libraries

Q How long does it take to get a copy or a book? How much?

A **[Copy]** It takes about a week. If all goes smoothly, you can get in a few days. You have to pay the cost of a copy and postage fees. (On average: ¥30-¥50/page + ¥80-¥200)

[Book] It takes about 1-2 weeks. You have to pay the cost of transportation fees. (On average: ¥1,500-¥2,000 per book)

Q How long can we borrow the book? The terms and conditions?

Usually, you can borrow 10-20 days.

A Due to the supplying library’s policy, there may be cases where the book can only be used inside the library, or the borrower cannot make photocopies of the book.

Q How to apply?

A Online application is recommended. You can apply anytime and anywhere. For details, please see [Prism No.117](#). Also, you can submit an application form at the reference desk.

Q Where to receive?

A A notification will be sent to your registered e-mail address when the copy or the book is ready. You will receive it after paying the fee at the reference desk.

Q Where to return the book?

A Be sure to return the book to the reference desk where you applied during the loan period. You cannot return it to the main counter or the book-drop.

Requesting Books and Article Copies from Overseas

Q Can I request books or article copy from overseas?

A If there are not materials you want to borrow in Japan, you can order it from libraries abroad. In this case, it may require good amount of time and cost more money.

Visiting Other Universities/Institutions (Request for Letter of Introduction)

Q How can I visit other universities/institutions?

A After checking the opening hours and usage conditions for visitors on the Internet etc., please request from My Library > "Request for the Letter of Introduction". The library staff will make inquiries to the destination library whether the material is available or not. If it is available, you get a letter of introduction at the reference desk.

Q How long does it take to issue?

A At least 1 week prior to the visit (Overseas libraries: at least 2 weeks prior to the visit).

Q The library I want to visit do not need a letter of introduction.

A If you have materials that you definitely want to use or if you need to contact the library you wish to visit in advance, please apply using "Request for the Letter of Introduction" form.

Q Is there anything I should be aware of when visiting?

A Bring your ID with or without a letter of introduction. Also, follow the rules of your visiting library. If you cannot visit, be sure to contact the library staff in advance.

Other services

Q Can I use the magazines in the Otsuka Library without going to there?

A You can obtain article copies by following the same procedure as "Article Copy Delivery from Other Libraries (Paid Service)" with the private expense. Please fill in which library hold the material in "Message to the Library" field on the application form.

Q Can I borrow the books from public library in Ibaraki prefecture?

A You can borrow the books for free. The application procedure is the same as other off-campus requests though the arrival may take longer than requesting books from other university libraries.