

## Application procedure for “Borrowing and Delivery”

Central Library will provide a “Borrowing and Delivery” Service.

For students who need to borrow library materials to write Graduation theses, Master's/Doctoral theses, and Assignments of the class.

Please follow the procedures below to apply.

I. Confirm that your reason for application is acceptable. (After checking all the items in part I, then go to part II)

- I need the materials to write Graduation theses, Master's/Doctoral theses, and Assignments of the class
- I have not reached the usual maximum number of books to borrow.
- The materials I wish is not substitutable by using E-books.

II. Application procedure

1. Check through "[Nagoya University Library Search](#)" and make sure that the materials you want are available.
2. Please send the following information to [eturan@nul.nagoya-u.ac.jp](mailto:eturan@nul.nagoya-u.ac.jp). Make the mail with line breaks by each number. (If there are missing items, the reception will be canceled.)
  - 1) Name
  - 2) NU Student ID, or NU library user's ID
  - 3) Affiliation
  - 4) Post number of your home
  - 5) Address of your home
  - 6) Phone number
  - 7) The information of materials you wish to borrow (Please repeat the following information for each material.)
    - a) Book title, b) Volume, issue, c) Material ID, d) Special note

[Example of e-mail]

Subject: "Borrowing and Delivery" application for writing a master's thesis

Text:

- 1) MEIDAI Taro
- 2) 2016973674
- 3) Graduate School of Humanities
- 4) 456-0123
- 5) Atsuta Heights Room 302, 1-2-32 Kitamachi, Atsuta-ku, Nagoya
- 6) 090-1234-5678
- 7) 1st material:
  - a) 多文化共生社会に生きる, b) None, c) 12046975, d) None2nd material:
  - a) A history of Japanese literature, b) vol.1, c) 40701558, d) Material ID: 40724863 also Okay.

※Lending will be performed in the order listed, and if the number of books exceeds the limit, the subsequent materials will be returned to the bookshelf. It is recommended to list the books in order of preference.

3. A shipping notification will be sent to the e-mail address that you sent the application. The acceptance of materials you wish and the delivery status will be noticed.
4. Book is delivered.
5. To return it, please follow the usual procedures after you can enter Nagoya University as usual.

If you need to return it when closure, please pack it carefully and send it with a delivery record. You must pay all the shipping charges.

■ Notes

- You cannot cancel your application.
- It may take a long time to receive the books, such as when applications are in high demand.
- Lending is done on a first-come, first-served basis. Even if it is not "checked out" on website at the time of application, you may not be able to borrow depending on the priority including the lending in the building.
- Please apply in bulk as much as possible.

■ Others

The personal information obtained will not be used for anything else other than the "Borrowing and Delivery" service.

Thank you for your understanding and cooperation

Central Library