

3. How to request ILL (document delivery) (Revised version of 7/27)

If you meet with the following requirements in I , you can request ILL (document delivery) to be delivered to your home. Please make a request by following steps according to your needs:

I . Make sure if you are eligible to request (Go to II if you clear all requirements)

- I need to request ILL (document delivery) from other university library.
- I am a student who needs the above document to write graduation thesis, master thesis or doctoral dissertation, or to fulfil an assignment of my course. Or I am a faculty who needs the above document for the purpose of my education or research activities.
- The document I need is not available via contract e-resources, or not open access on the web.
- The document I need is not located in other operating libraries in Nagoya University.

II . Steps of request

1. Send a request by following Guide to Interlibrary Loan Services.

https://www.nul.nagoya-u.ac.jp/guide/ILL_guide_e.html

- Choose "Cent Lib" in "Pickup lib" field.
- Put the following information in "Note" field. (We cannot dispatch a document unless you enter necessary information. In that case, a document will be ready for pickup at Central Library.)
 - 1) Request delivery service for the purpose of _____ (graduation thesis, master thesis, doctoral thesis or assignment, education or research activity).
 - 2) Postal code
 - 3) Residence address
 - 4) Name

[Example]

Request delivery service for the purpose of master thesis writing.

〒441-2601 7 Shiratori, Tsugu, Shitara-cho, Kitashitara-gun, Aichi-ken Taro Meidai

2. Receive a notice at your designated E-mail address when a document is dispatched.

3. Receive a document by post.

■ Notice

- Dispatch time may vary according to how busy the service is, due to a delay in postal service

or temporary closure of lending library.

- Document may be sent in separate shipments when the numbers of request is too many.
- Please request a document delivery by yourself if the document is located only in National Diet Library. (Paid service.)
 1. Check fees and days to delivery for Remote photoduplication service of National Diet Library.
<https://www.ndl.go.jp/en/copy/remote/index.html>
 2. Register as an Online Registered User.
<https://www.ndl.go.jp/en/registration/index.html>
 3. Request remote photoduplication service.
<https://www.ndl.go.jp/en/copy/remote/index.html#opac>

■Others

The personal information obtained for Home Delivery Service will not be used for any other purposes.