

1. How to apply for "Borrowing and Delivering" Service (Revised version of Sep 7, 2020)

If you meet with the following requirements of I, you can apply for the materials stored in Central Library to be delivered to your home. Please make a request by following steps according to your needs:

I. Confirm your eligibility to apply (After confirming all requirements, go to II)

- I need to borrow the books stored in NU Central Library.
- I am a student or a faculty of Nagoya University.
- The maximum limit of books to be lent has not been reached or not exceeding.
- E-book with same content is not available

II. Application procedure

1. Please search the book you want to borrow in NU Library Search and confirm that the status of the book is available.
2. Please email the following information to eturan@nul.nagoya-u.ac.jp with separate line for each number. (If there are missing items, we can not accept your request)
 - 1) Name
 - 2) Student number (or Central Library Card ID)
 - 3) School • Graduate School
 - 4) Postal Code
 - 5) Residence address
 - 6) Phone number
 - 7) Information of the books you request (Please fill out the following information for each book)
 - a) Title of book, b) Volume, c) Material ID, d) Special notes

【Example】

Subject : 「Borrowing and Delivery Service」

Body of text :

- 1) Meidai Taro
- 2) 201697367
- 3) Graduate School of Humanities
- 4) 〒456-0123
- 5) #302 Atsutsuta Haitzu Atsutaku Nagoya
- 6) 090-1234-5678
- 7) The first book: a) 多文化共生社会に生きる, b) none, c) 12046975, d) none
The second book: a) A history of Japanese literature, b) v. 1, c) 40701558,
d) Material ID:40724863 is also acceptable

※The check-out procedure will be performed in the order you listed. If the number of books exceeds the limit, the subsequent materials will be returned to the bookshelf. It is recommended to make the list of books in order of priority.

3. A dispatch notification will be sent to your address. You can check the materials you borrowed and their delivery status.
4. The books will be delivered to your address.
5. The due date is as usual. Please return as usual by the due date. If it is difficult to visit the library by the due date, please pack the book tightly and send it to the library with a delivery status record. You will be responsible for the returning fee.

■ Notice

- You can not cancel your application.
- Due to the large amount of application, it might take a time for processing.
- The check-out procedure is completed on a first-come, first served basis. We can not guarantee that you can complete the check-out procedure of the books which was available during your search. Other students may already borrowed.
- Please apply all books at once.

■ Others

The personal information obtained for “Borrowing and Delivery” Service will not be used for any other purposes.