

3. How to request ILL (document delivery) (Revised version of 9/7)

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 or a faculty of Nagoya University.
- 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.
 - 2) Postal code
 - 3) Residence address
 - 4) Name

[Example]

Request delivery service.

〒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.