

## How to apply for “Returning Materials for Free”

If you want to return the materials via mailing due to the unavoidable reason, please follow procedures bellow. Nagoya University is responsible for shipping cost.

### I. Requirements

- You are Nagoya University students or faculty and staff members.
- There is no opportunity to come to Nagoya University until the return date. And you have unavoidable reason why it is difficult to come to Nagoya University Central Library.
- Materials are borrowed by your own self.
- The materials you rent are not attached with AV, CD or DVD.
- You can return the materials by cash on delivery service of Sagawa Delivery Center.

### II. Procedures

1. Please put the materials into a package firmly after packing with buffered material like plastic.
2. Please fill the Sagawa Delivery Service ‘s flip of cash on delivery service as follow.  
Name and Address:  
〒464-8601 B3-2(790), Furo-cho, Chikusa-ku, Nagoya  
University Central Library Eturan-Kakari.  
Goods:  
Returned Materials
3. Please request the nearest Sagawa Delivery Service Center for cargo booking service.
4. Please e-mail us ([eturan@nul.nagoya-u.ac.jp](mailto:eturan@nul.nagoya-u.ac.jp)) the following information after procedures. Please note that you should start a new line about each item.
  - 1) Name
  - 2) Student Number (or Library Card Number)
  - 3) Your faculty
  - 4) The unavoidable reason why it is difficult to come to Nagoya University Central Library
  - 5) Following information about each material delivered
    - a) Material Title、 b) Volume、 c) Material ID、 d) Special Mention
  - 6) Reference Number of Sagawa Delivery Service

### ■ Notice

- Please send the materials all together.
- You can't borrow the materials of which returned via “Returning Materials for Free” Service by “Borrowin and Delibery” Service again.