

How to request Inter Library Loan (document copy/book request)

Interlibrary Loan Section
Mail:ill@adm.kanazawa-u.ac.jp

- ① Visit the Kanazawa University Library website.
Log into **Online Service** with your Kanazawa University ID.

金沢大学附属図書館 Kanazawa University Library
総合案内 Index

交通アクセス お問い合わせ 学外の方へ
館内マップ 開館カレンダー English

総合案内 4つの図書館・室 利用案内 資料を探す・使う 施設を使う ラーニング・サポート

図書館オンラインサービス Library Online Service

ログイン (日本語)
login (English)

OPAC plus 金沢大学の蔵書を探す Library Catalog

キーワードを入力 Search

電子ジャーナル E-Journals データベース Databases KURA(機関リポジトリ) Institutional Repository

- ② Select from the Online Service menu

図書館 Library Online Service Help LOGOUT

Home ILL and Book Request Booth Reservation Lending and Reservation situation User Information

Home

ILL Request
Books Purchase
Book Request
Budget Usage Report

1. Select **[ILL Request]**

Interlibrary loan and document delivery

Back

ILL new request

The applicant takes all the responsibility for the copyright of this application.
Please click "New document copy request" or "New book loan request" button

2. Select **[New document copy request]**
or **[New book loan request]**

New document copy request New book loan request

- ③ Fill in the fields and complete your request

ILL Request

Back

Click to refer [how to fill-in]. >> [Photocopy](#) [Book loan](#)

ILL new request

Library	Central Library	Application date	2017/03/17
Teacher/Student	教職員(本学)		
Contact(Phone No)	<input type="text"/>		
E-mail address	<input type="text"/>		
Request type	Photocopy		
Pay type required	<input checked="" type="radio"/> Public <input type="radio"/> Private		
Budget	== Please select ==		
Copy Type required	<input checked="" type="radio"/> ELECTRONIC COPY <input type="radio"/> ENLARGED M <input type="radio"/> OMICRO FILM		
Sending method	<input checked="" type="radio"/> Ordinary post <input type="radio"/> Express <input type="radio"/> FAX		

You need to pay the actual costs for your request. Students are allowed to choose [Public], only when they have permission from their advisor. An application is required previously.

If you need your request immediately, choose [Express].
• On campus materials
It is not available.
• Off campus materials
It requires you an extra fee.

By using the site search below, to capture the bibliographic information.

Free Word

Title ISBN/ISSN

Author NCID

Title of paper

Possession of this study is searched and the information on a bibliography is taken in.

Possession of a national college library etc. is searched and the information on a bibliography is taken in.

Book/Serial Book Serial

Journal title or Title

ISBN/ISSN 10 dig

Bibliographic ID

Publisher

Volume (example)Vol.1 issue 2→1(2) Year

Page

Title of paper

Thesis author

Message

Authority References cited Search information
Other
 Please select the information source of the above article

Source CiNii Books OPAC plus ISHIKAWA prefectural libr

Click [Input assistance], it assist you to search or import information data.

Please complete every column for copy request. The input assistant program assists you to entry those information.

When you [Check the request], a confirmation page appears. And click [Request], your request is completed.

④ Check your request status

Your request history

When you cancel, please push a [request cancellation] button after selection of a check box.

Not accepting | Being processed- Cancel | **Passing ready** | History

The data which have arrived are as follows. ※Display the data for less than 3 months from an application.

10 results in page search:

Request type	State	Title / Author	Volume	Informative matter
empty				

On "State", when it has shifted to **Available**, you can pick it up at the Library Service Desk.
ILL counter service hours: Monday – Friday 9:00 –16:30

- If you are a student and checked **[Public]**: We will send the material to your advisor.
- Request type is **[Book Loan]**: We will send an e-mail.