

How to Request Inter Library Loan (Photocopying / Book Borrowing)

Central Library Interlibrary Loan Staff
Mail: ill@adm.kanazawa-u.ac.jp

① Visit the Library website. Log in to Online Service with your Kanazawa University ID.



② Select your request from the Online Service menu.



③ Fill in the form and complete your request.

ILL Request

ILL new request

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

Library	Central Library *Available E-mail Address should be fill-in. If not, update not only this column but on 'Acanthus Portal' also.	Application date	2023/04/03
Teacher/Student	教職員 (本学)		
Contact(Phone No) required	<input type="text"/>	<p>You need to pay the actual costs for your requests. Students are allowed to choose 【Public】 only when they have permission from their advisor and have previously applied to register.</p>	
E-mail address required	<input type="text"/>		
Request type	Book loan	A copy request is here.	
Pay type required	<input checked="" type="radio"/> Public <input type="radio"/> Private When you choose Private, the public expense, please select.	<p>If you need the material immediately, choose 【Express】.</p> <ul style="list-style-type: none"> • <u>On campus materials</u> It is not available. • <u>Off campus materials</u> It requires an extra fee. 	
Budget	== Please select ==		
Account title	== Please select ==		
The range of a request required	<input checked="" type="radio"/> on Campus <input type="radio"/> In Japan <input type="radio"/> Oto w		
Sending method	<input checked="" type="radio"/> Ordinary post <input type="radio"/> Express <input type="radio"/> FAX		
Continue or stop submitting application for in-library use required	Do you want to make an application even if the material is not available for checkout? <input type="radio"/> Yes <input type="radio"/> No	<p>If the material is only permitted for in-library use, you can use it in the Central Library from 9:00 to 17:00 on weekdays. If these conditions are acceptable, check 【Yes】.</p>	

+ Input assistance

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

Free Word

Title

Author NCID

Title of paper

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

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

Book/Serial **required** Book Serial

Journal title or Title **required**

- Please apply for one data for one material.
- You cannot borrow an issue of a journal. Please order photocopies.
- If you do not know the name of the title of a book or magazine, please enter unknown.
- When you hope a specific version, Please specify it.

ISBN/ISSN

Bibliographic ID

Publisher

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

Page

Title of paper **required**

If you do not know the name of the paper, please enter unknown.

Thesis author

Message

Authority References cited Other

Source CiNii Books OPAC plus ISHIKAWA prefectural library Other

Check the request **Clear**

Clicking on the **【Input assistance】** button will help you find and import information.

Please complete every fields for the copy request.
The **【input assistant】** program assists you to enter the information.

After clicking the **【Check the request】** button, click the **【Request】** button on the confirmation page to complete your request.

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		In
Photoc...	Available			Details	

【How to receive materials (Central Library)】

When the materials are ready, your request will be marked as "Available" in "Passing ready" page.

Names of those picking up materials at the circulation desk will be posted the bulletin board near the desk.

ILL service hours: Monday - Friday 9:00 am - 4:30 pm.

- ILL request for Book Borrowing: We will send an e-mail.
- Copying for students who chose **【Public】**: The material will be sent to your advisor's lab.
- Copying **【Express】**: We will call or send an e-mail to ensure you receive your materials promptly.