

Order document copies and borrow books from other universities

ILL : Inter Library Loan Document copy and materials loan request

If the materials request are not available in TUT library, you can order them from other libraries. Please apply after you confirm there is no that material in our library including electronic journal. There are 2 ways you can apply it.

1. Make online request on our library website

2. Fill in the document copy application form and hand in to the library counter

(Refer to the back page). If you want to make a request from library website, please submit Document copy or loan request application form to library information service.

Apply from counter or website

First, check whether collection in our university and electronic journal can be used

To search materials in our library or Search OPAC <https://opac.lib.tut.ac.jp/drupal/?q=en>

You can search for books or electronic journals that are under contract (Refer to Guide Sheet No.3)

To search electronic materials that can be used in TUT <http://sfx10.usaco.co.jp/tut/az?lang=eng>

You can search electronic materials that is under agreement or electronic materials that can be used without any charges (Refer to Guide Sheet No.4)

Others

IRDB (Institutional Repositories DataBase) <https://dev.irdb.nii.ac.jp/en/>

You can search materials from different universities and institute in Japan. Institution repository site, peer review on

Delivery fare and days for delivery ordering document copy and material loan

Location	Days	Copy fare	Service charge
Other universities' library in Japan	1 week ~ 10 days	35~60Yen × pages + postage	2 way postage (simple registered mail : cheaper but the maximum amount of money paid if the parcel is lost is 50,000Yen)
National Diet Library	1 week ~ 1 month	23Yen × pages + postage + service charge etc. + tax	One way postage [registered mail : more expensive but the amount of money paid if the parcel is lost is the same amount with the cost of the parcel]
G-Search Limited.	1 week ~ 10 days	820Yen or 1400Yen + (copyright fee) + postage 600Yen (+ color copy 500Yen) + tax	-

However, the charges depend on the weight and the library. If you want to send by express, extra charges is needed. The charges for color photocopy fare is 2~3 times more expensive than greyscale copy.

- You can use school fund or pay on your own expenses.
- Copyright document can be request by FAX or DDS, but there is only a few institution that accept it.

DDS: Document Delivery Service The time sent will be shorten if the thesis is sent by e-mail. However, printed thesis will also be given. If you choose DDS, you need to pay extra **20yen per piece**. There is a mobile library service 1 or 2 times every month, if you want to borrow books from Toyohashi city library, you can make an application from the mobile library.

- We will choose the institution that the postage is cheap and reach early.

You can confirm other institution collection from the website below

(※There are some circumstances that you can't make an order)

CiNii Books Search collection in other universities <http://ci.nii.ac.jp/books/?l=en>

NDL-ONLINE Search collection in National Diet Library <https://ndlonline.ndl.go.jp/#/>

You can search for Other university collection or National library (OPAC) <https://opac.lib.tut.ac.jp/drupal/?q=en>

Search Toyohashi City Library collection <http://www.library.toyohashi.aichi.jp/>

British Library (Overseas: United Kingdom) Search collection in British Library <https://explore.bl.uk/>

Request method

① Request from website ※ You need to get permission from the person that is in charge of the expenses if it's paid using school fund

My Library Document copy Request input form

1

Document Photocopy Request : Input

Input Confirm Complete

Author of the paper

Paper title (Must)

Journal title (Book title) (Must)

Volume
Enter the volume and issue numbers in the format of Volume(Issue); for example, enter 1(2) in the event of Volume 1, Issue 2.

Publication year

Page

Publisher

ISSN

ISBN

User
天田(た) (01234567)

User class
Office Personnel

Mail when material is available
 Yes
 No

Mail address
hiber00@***.tut.ac.jp

CC address

Unit of budget allocation
事務経費 (事務課)

Payment section
Public

How to send
Ordinary mail

Copy format
Photocopies(b/w)

Memo

2

Cancel

Go to Confirmation window

Fill in the Information about thesis (paper title・journal title・volume・publishing year・author)

You can choose payment option (public or private), and delivery options (ordinary mail or express mail or DDS) and copy format

If you search the document from CiNii Books, key in magazine number,

If you search from JDream III key in reference number.

1 【Login from My Library】

Library homepage

http://www.lib.tut.ac.jp/index_e.html

「Online Request」>

[Inter Library Loan] or click



Use account for Information and media center to log in to Shibboleth

【Go to My Library login from database by TUT Link (SFX)】

TUT Link (SFX) on search result

→ [Document Delivery]

→ [Order Article]

→ click [Request photocopy of the source paper] button

→ Login from Shibboleth

→ Go to Request input screen

※ In this case, it is easy because thesis title・magazine title・volume・page etc will be automatically showed. (Refer to Guide Sheet No.5)

2 Fill in the information requested, the information will be sent after clicking [Go to Confirmation windows]. ※ You can also check the 「Document on waiting list」 in My Library.

② Fill in the document copy or material loan form

[Excel format and PDF format can be download from library homepage.](#) You need to fill in your name, department and payment method. Other precautions are same with request on website.

Acceptance of payment procedure, document copy and material loan

【Document Copies】

• If it is paid by school fund, it will be charged every 3 months. For professor, the document will be sent by post in university. For undergraduate and master course student, we will inform you by email when the document is ready. Please come to the counter to take it.

• If you paid by your own, you will be informed when the document arrive, please come to the counter at 9am~12am or 1pm~5:00pm, we will issue you the receipt. Please pay through our university accounting division or by banking yourself. We will give you the document once the payment is complete.

【Material loan】

• We will inform you when the material is arrived. Please come to the counter to receive them. Some materials can only be used inside this library.

• School fund : Complete with applicant's seal on the application form. To return the material bring it to the counter.

• Private payment : Please hand in the stamp according to the postage fee to the counter.

※ All the copyright responsibility is under the applicant. The application is made for applicant's own research, distribution of the material is not allowed.