

# R equest Photocopies



I searched KULINE for journals containing articles I want to read, but the libraries on the same campus do not have them, and e-journals are not available. How can I get them?

You can **request photocopies** from other Kyoto University (KU) campus libraries or other institutions. This service is basically charged.



## Apply

KULINE: "KU Search" → "Other Univ" search → Apply

KULINE



**[1. KU Libraries]**  
"KU Search" on KULINE

If the material is held by the same campus library, please visit and use it directly.  
If the materials is held by the library of other campus, click **ILL** or **Copy** to apply.

No holdings in KU libraries

**[2. Other institutions]**  
"Other Univ" search on KULINE

If you can find the material on "Other Univ" search, please click **ILL** to apply.

No hits on KULINE

If you cannot find the material on KULINE, please apply from "InterLibraryLoan/Photocopy Request".

**[3. Entering required information]**  
Please log in with your ECS-ID/SPS-ID, enter required information, and confirm your application.

Payment	Library	Form	Notes
Private Expense	Main Library	Paper	If you wish to use materials held by libraries on Yoshida Campus, please visit the library directly.
Public Expense (Laboratory budget)	The library you belong to e.g., · Katsura Library · The North Library · The South Library etc.	Paper PDF (on-campus eDDS only)	Please submit "Application Form for Photocopy/Interlibrary Loan at Public Expense" to the counter at the first time. (A signature or seal of the person responsible for the budget is required.) The application form can be downloaded from the link on the bottom left.

**eDDS (Electronic Document Delivery Service)** : You can read literatures (articles, etc.) on other campuses using PC and other devices **in the university network environment**.

## Confirm

Check the status of your request, Receive the photocopies

You can check the status of your request from "Check Status of Loan/Photocopy".

We will email you when photocopies are ready.

eDDS: Please click the "Open" button on "Check Status of Loan/Photocopy" to view the PDF. You can view the PDF for 2 weeks.

