

# Request 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

Search Area

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.

Output this information

Request the literature

Uji Campus

Uji Library/Library/Uji Campus publications

Call No. Volume Year Comment

OPR1[KYO1] 1-11 1999-2010

Copy

Holding volume list

You can narrow down by year / volume.

Year: Display All Volumes: Search Clear

Volumes Year/Date Location Call No. Barcode No. Status Comment Restriction Copy

9-11 2007-2009 Uji Library/Library/Uji Campus publications OPR1[KYO1]2007-2009[9-11] 200034713735

Copy

No holdings in KU libraries

**【2. Other institutions】**  
"Other Univ" search on KULINE

Other Univ

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

Request the literature

ILL

No hits on KULINE

Check Status of Loan/Reservation

InterLibraryLoan/Photocopy Request

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	Katsura Library	Paper	If you belong to Katsura Library, your requests will be handled by Katsura Library.
	Main Library (Uji can also be selected)		If you belong to the North/South Libraries and wish to use materials held by libraries on Yoshida Campus, please visit the library directly. Requests for photocopies from other campuses or other universities will be handled by the Main Library.
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. [public expense only]			

## Confirm

Check the status of your request, Receive the photocopies

TOP Library Service User Service

Check Status of Loan/Reservation

InterLibraryLoan/Photocopy Request

Check Status of Loan/Photocopy

You can check the status of your request from "Check Status of Loan/Photocopy".  
We will email you when photocopies are ready.

Request No. Contents Status

IL00538695 eDDS on campus

Ok (Delivered)

Open

Open

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



◀ Details on photocopy request  
Katsura Library | Engineering Libraries website >  
Library Guide > Request Photocopies

Katsura Library | The North Library/The South Library  
Kyoto University  
090stosho@mail2.adm.kyoto-u.ac.jp

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