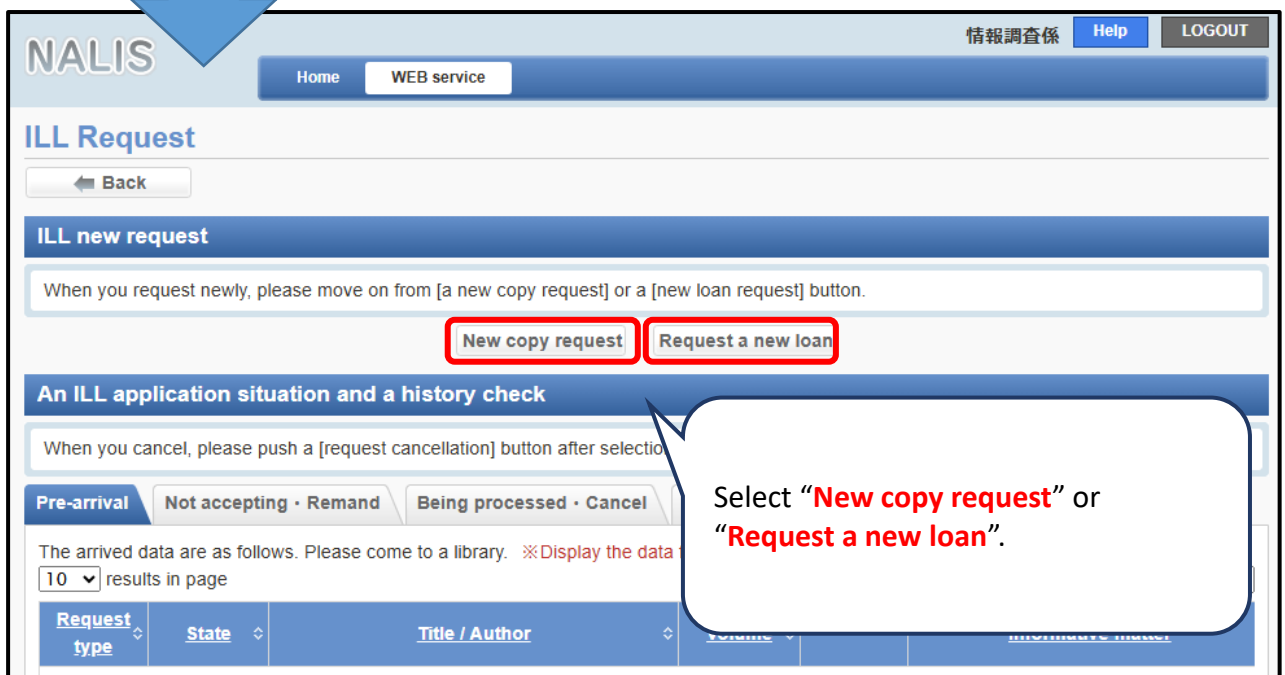
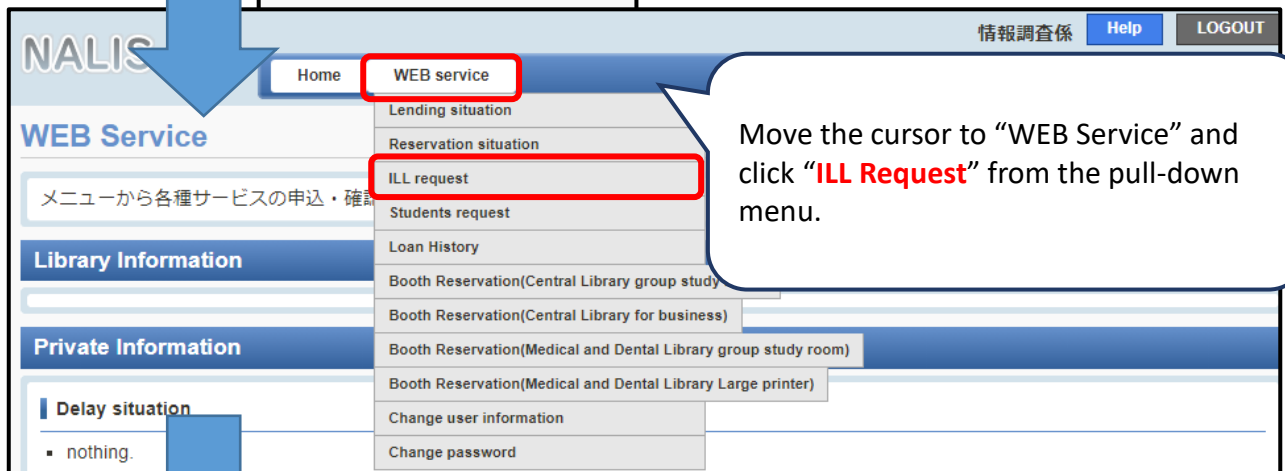
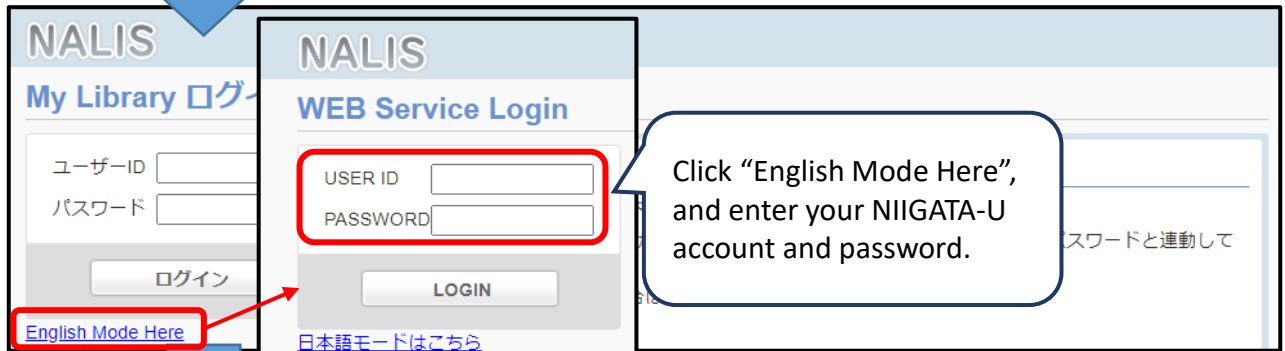


# How to request ILL through My Library



# New copy request

You can order photocopies of journal articles, papers and a part of books not owned by Niigata University from other universities. (limited to the scope stipulated in the Copyright Act)

## ILL new request

Please fill in the fields and click the [To confirmation screen] button.

Request window	中央館	Request date	2024/02/22
Teacher/Student	業務用	Sect	附属図書館中央館
Contact(Phone No) <small>required</small>	6219 ▼		
E-mail address <small>required</small>	c-sougo@lib.niigata-u.ac.jp ▼		
Request type	Photocopy		A loan request is here.
Pay type <small>required</small>	<input checked="" type="radio"/> Public <input type="radio"/> Private		
Copy Type <small>required</small>	<input checked="" type="radio"/> ELECTRONIC COPY <input type="radio"/> ENLARGED MICRO		
Sending method <small>required</small>	<input checked="" type="radio"/> Ordinary post <input type="radio"/> Express <input type="radio"/> FAX <input type="radio"/> ODDS		If you need your request urgently, check "Express". (Requires an express delivery fee)

1. Select the pay type and preferred sending method.

A loan request is here.

If you need your request urgently, check "Express".  
(Requires an express delivery fee)

2. Fill in each field.

Book/Serial <small>required</small>	<input type="radio"/> Book <input checked="" type="radio"/> Serial ※You can't borrow any journals.
Journal title or Title <small>required</small>	<input type="text"/>
	※When you hope a specific version, please specify it.
ISBN/ISSN	<input type="text"/> Hyphen is not required.
Bibliographic ID	<input type="text"/>
Publisher	<input type="text"/>
Volume <small>required</small>	<input type="text"/> (example)Vol.1 issue 2→1(2) Year <small>required</small> <input type="text"/>
Page <small>required</small>	<input type="text"/>
Title of paper <small>required</small>	<input type="text"/>
	If you do not know the name of the paper, please enter unknown.
Thesis author <small>required</small>	<input type="text"/>
Message	<input type="text"/>

3. If you wish color copies, itemized invoices, etc., fill in the "Message".

4. Select "Yes" after confirming OPAC, then Click "To Confirmation screen". Finally click "confirm your request".

Did you confirm OPAC?

☐ Yes ☒ No

To confirmation screen

Clear

# Request a new loan

Books not owned by Niigata University may be borrowed from other universities.

## ILL new request

Please fill in the fields and click the [To confirmation screen] button.

Request window	中央館	Request date	2024/02/22
Teacher/Student	業務用	Sect	附属図書館中央館
Contact(Phone No) <small>required</small>	6219 ▼		
E-mail address <small>required</small>	c-sougo@lib.niigata-u.ac.jp ▼		
Request type	<input checked="" type="radio"/> Book loan		A copy request is here.
Pay type <small>required</small>	<input checked="" type="radio"/> Public <input type="radio"/> Private		
Sending method <small>required</small>	<input checked="" type="radio"/> Ordinary post <input type="radio"/> Express <input type="radio"/> Meguru - kun, Wataru - kun		

1. Select the pay type and preferred sending method.

### Meguru-kun, Wataru-kun

You can order books held by Niigata Prefectural Library, Niigata City Library, and Sado City Library for **free**, and borrow and return them at the counter of Niigata University Library. It takes about one week to order a book, and the borrowed book will be counted in the number of books borrowed from the university library.

+ Input assistance

Book/Serial <small>required</small>	<input checked="" type="radio"/> Book <input type="radio"/> Serial ※You can't borrow any journals.
Journal title or Title <small>required</small>	<input type="text"/>
Author <small>required</small>	<input type="text"/>
ISBN/ISSN	<input type="text"/> Hyphen is not required.
Bibliographic ID	<input type="text"/>
Publisher <small>required</small>	<input type="text"/>
Volume	<input type="text"/> (example)Vol.1 issue 2→1(2) <input type="text"/>
Year <small>required</small>	<input type="text"/>
Message	<input type="text"/>
Authority	<input type="checkbox"/> References cited <input type="checkbox"/> CiNii <input type="checkbox"/> NDL Search <input type="checkbox"/> W <input type="checkbox"/> Other <input type="text"/> Please select
Source	<input type="checkbox"/> CiNii <input type="checkbox"/> NDL Search <input type="checkbox"/> Other <input type="text"/>
Did you confirm OPAC? <input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="button" value="To confirmation screen"/> <input type="button" value="Clear"/>	

2. Fill in each field.

3. If you wish itemized invoices, etc., fill in the "Message".

4. Select "Yes" after confirming OPAC, then Click "To Confirmation screen". Finally click "confirm your request".

## Q & A

- **I don't know some required items.**  
..... Please fill in “unknown” to request.
- **I want to request using data from CiNii Books and CiNii Research.**  
..... You can use “Input assistance”.

The screenshot shows a search form with the following fields: Free Word, Title, Author, Publisher, ISBN/ISSN, and NCID. A red box highlights the '+ Input assistance' button in the top right corner. A blue callout bubble points to this button with the text: 'Click on “Input Assistance” to display the search screen.' Below the search fields are two buttons: 'Search in OPAC' and 'Search in CiNii Books'. At the bottom, there are radio buttons for 'Book/Serial' (selected) and 'Journal title or Title', with a note '※ You can't borrow any journals.' and a 'required' label.

- **I want to know Fee and Delivery Time.**  
..... The approximate days and fees are shown in the table below.

	Expected Delivery Time	Fee
Copy Request	About 4- 7 days	Black-and-white: 35-60 yen/sheet Color: 80-200 yen/sheet Postage: 84~210 yen
Book Loan Request	About 4- 7 days	Postage for both ways is about 1,700 to 2,000 yen (varies depending on size, weight and distance).

- **I need copies of materials at other campuses.**  
.....You can order photocopies between the Central Library (Ikarashi) and Medical and Dental Library (Asahimachi). Please request from “New copy Request” in My Library.

## Other features of My Library

**Lending situation:** You can check the materials you are currently borrowing, and also apply for an extension of your loan period.

**Students request:** You can request books you would like the library to purchase.

**Booth Reservation:** You can make reservations to use the library's facilities, including group study rooms and large printers.

The screenshot shows a 'WEB service' menu with the following items: Lending situation, Reservation situation, ILL request, Students request, Loan History, Booth Reservation(Central Library group study room), Booth Reservation(Central Library for business), Booth Reservation(Medical and Dental Library group study r), Booth Reservation(Medical and Dental Library Large printer), Change user information, and Change password. Red boxes highlight 'Lending situation', 'Students request', and the entire 'Booth Reservation' section.