ILL…Take advantage of Interlibrary Loan!

Points to Check Before Ordering Materials from Off-Campus

Created August 2026

☆Before submitting a request for a service, please be sure to check points ① through ③.

① Do you correctly understand the information about the document you are looking for?

From the information in the reference/citation list, determine whether the document you are looking for is a book or an article and determine the author's name, title, journal title, and other information.

【Book Description Example】

(Full Book)

Example: Yasuko Sasaki, "Basic Japanese Language Education," Hitsuji Shobo, 2007
① ② ③ ④

① Author: Yasuko Sasaki
② Title: "Basic Japanese Language Education"
③ Publisher: Hitsuji Shobo
④ Year of Publication: 2007

Note:
- For books, the "Publisher" is displayed.
- For chapters and other parts of a book, please check the "Book Title" to confirm campus availability.

【Research Article Description Example】

Example: Miki Ikeda, "School Experiences of Children from 'Difficult Families,' "
① ②
Educational Studies 2020, 87(4), 621-630.
③ ④ ⑤ ⑥

① Author: Mirai Ikeda
② Article Title: "School Experiences of Children from a Difficult Family"
③ Journal Title: Japanese journal of educational research
④ Publication Year: 2020
⑤ Volume/Issue: Volume 87, Issue 4
⑥ Pages: 621-630

Note:
- For articles, the "Volume/Issue" is displayed.
- Please check the "Journal Title" to confirm campus availability.

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② Is the book available on campus? Is there another way to use it?

When searching the OPAC, the keywords that can be used for books and papers are different.

Books: Author, Title, Publisher, Year of Publication

Articles: Journal Title *You cannot search the OPAC using the author or title of a article

If a journal in which the article is published is found, check whether the journal is in stock.

Also check the library website, "Before Applying for an Off-Campus Material Order."

OPAC Book Details Screen

Call No.: Call number on spine of book

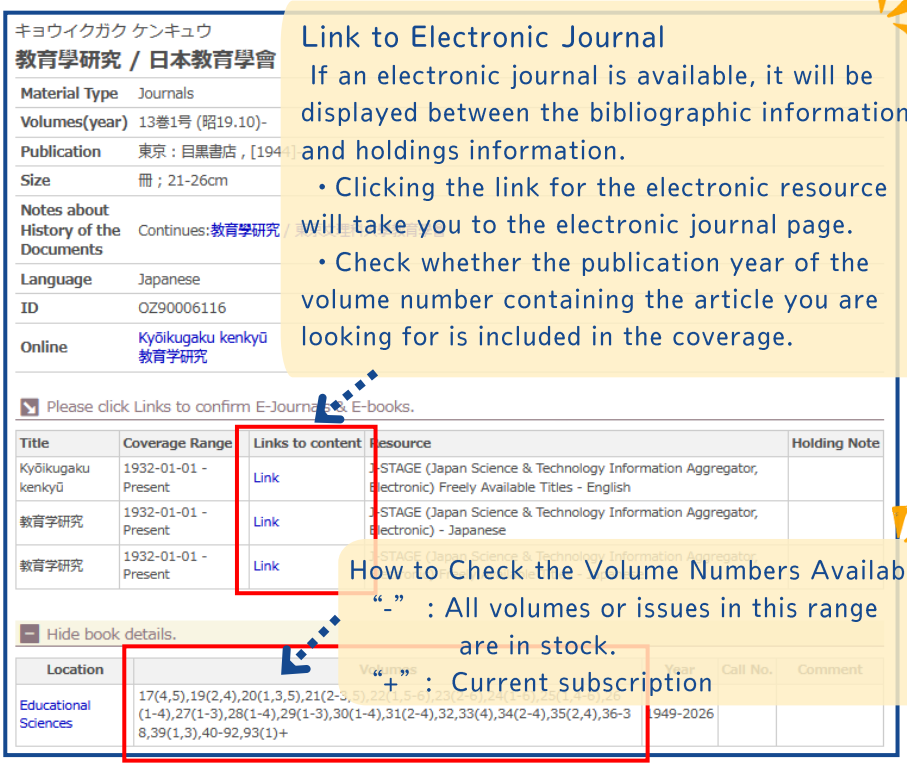
Top: Bibliographic Information
Displays information about the material, such as title, author, and publisher.

Bottom: Holdings Information
Displays the material's location. Be sure to check the shelving location, call number, and status.

Location: For lab materials, check the location and usage guidelines.

Status: Blank fields indicate that the material is available for loan.

OPAC Journal Details Screen



Link to Electronic Journal
If an electronic journal is available, it will be displayed between the bibliographic information and holdings information.
・Clicking the link for the electronic resource will take you to the electronic journal page.
・Check whether the publication year of the volume number containing the article you are looking for is included in the coverage.

Top: Bibliographic Information
Displays information about the material, such as title and publisher.

How to Check the Volume Numbers Available
"-" : All volumes or issues in this range are in stock.
"+" : Current subscription

Bottom: Holdings Information
Displays the material's location and the volume number it is in. Check whether the volume number containing the article you are looking for is in stock.

Example: 36-38,39(1,3) →We hold all issues of volumes 36 through 38, and issues 1 and 3 of volume 39.

Points to Check Before Ordering Materials from Off-Campus

③ Make sure you have entered the correct information on the My Account request screen.

There are two types of off-campus requests: photocopy and interlibrary loan.

Photocopy: Requesting a copy of a book/magazine.

Interlibrary loan: Borrowing the actual book.

Note:

・For document copying, please request only one article (chapter), and for physical loan, please request only one book.

・Photocopy is permitted within the scope of copyright law.

【Book Chapter/Section】

For books by multiple authors, each chapter (section) is considered an independent work, and copying is permitted within the limits of each author's portion. Please specify a page count that is less than half of the chapter/section, or consider changing to an interlibrary loan.

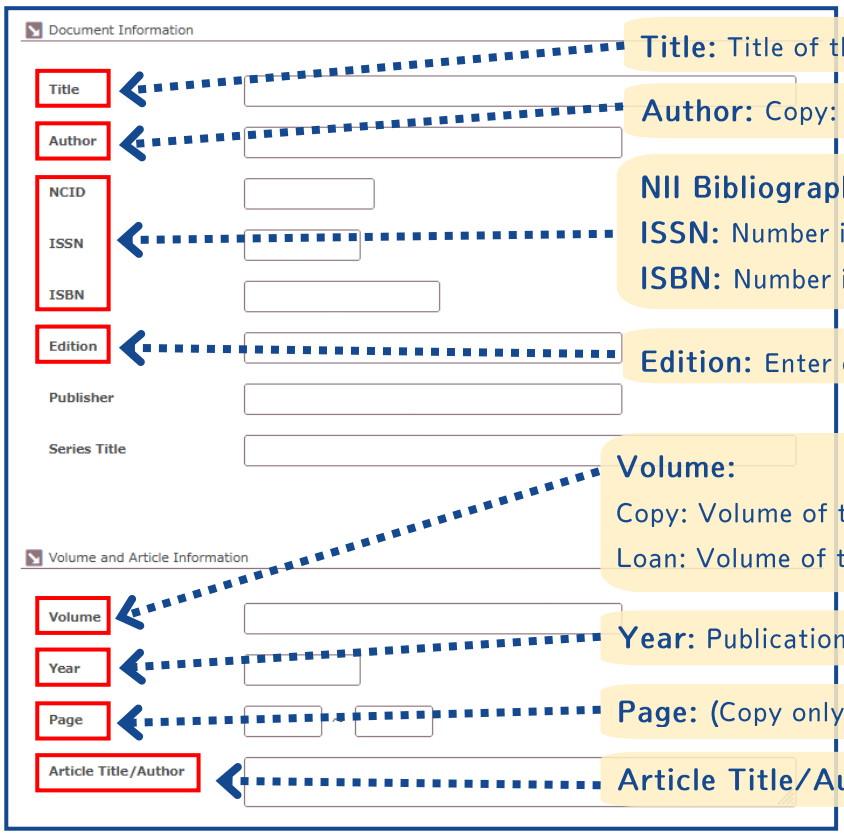
【Articles Published in Journals】

For journals published a reasonable period of time prior (weekly magazines: one week, monthly magazines: one month, quarterly/yearly magazines: three months), you may copy the entire article.

For articles published in the latest issue, please specify a page count of less than half of the actual length of the article, or request a photocopy after the next issue is published.

Example of Input on the Request Screen

*Please enter as much information as possible.



Title: Title of the journal/book in which the article is published

Author: Copy: Editor/author of the journal article/book

NII Bibliographic ID (NCID): CiNii's bibliographic ID

ISSN: Number identifying the journal

ISBN: Number identifying the book

Edition: Enter edition number, if any.

Volume:

Copy: Volume of the journal/book in which the article is published

Loan: Volume of the book (if available)

Year: Publication year of the journal /book

Page: (Copy only) Page number of the article

Article Title/Author: (Copy only) Title of the paper/ Author