

## ■ Interlibrary Loan (ILL) Application Procedures ■ 2021.10



### 1. Flow of Procedures

(1) Log in from portal page link found in the Inquiry and Application Section (照会・申込) at the top of the library website.

Please use your Saitama University Unified Authentication Account user name and password to log in.

(2) Click on “ILL Request” in the upper left corner of the portal page (the layout may differ depending on your device).



### (3) Enter Applicant Information

Check if your name and ID is displayed on the applicant information.

We recommend using an e-mail address as your point of contact. Make sure the address is one where you can be reached easily, since you will be contacted about the materials you have applied for and notified of their arrival. Please confirm that your e-mail address is correct.

User Information	
User ID	<input type="text"/>
User Name	<input type="text"/>
E-Mail	<input type="text"/>
Phone No	<input type="text"/>
How We may Notify You	
	<input checked="" type="radio"/> E-Mail <input type="radio"/> Phone <input type="radio"/> Not Necessary

### (4) Enter Application Details: for Copies

If you wish to order a photocopy of a document, please check the photocopy box in the Copy / Loan column. (Be sure to choose the correct button.)

Please enter the name, volume number, year, pages and title of the article to the best of your knowledge. If not enough information is provided, it may be difficult to identify the desired document.

Please note that photocopying is limited to the scope allowed under the Copyright Act.

While the photocopying fee varies depending on which institution we librarians ask to photocopy the material, it generally costs about 50 yen per page. You will also be charged a shipping fee (and some institutions may require an administration fee).

Item Requested (Red Words is Necessary) NACSIS-CAT	
Request Type	<input checked="" type="radio"/> Copy <input type="radio"/> Loan
Material Type	<input checked="" type="radio"/> Books <input type="radio"/> Serials
Title	<input type="text"/>
Vol	<input type="text"/>
Year	<input type="text"/>
Subject of Article	<input type="text"/>
Page	<input type="text"/>
ISBN/ISSN	<input type="text"/>
NCID	<input type="text"/>
Payment Type	<input type="radio"/> Public <input checked="" type="radio"/> Private
Send Type	--
Note	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Clear"/>	

### (5) Enter Application Details: for Loans

If you wish to borrow the actual item, please check the loan box in the Copy / Loan column. (Be sure to choose the correct button.)

Although you can choose books or journals (serials), please note that most libraries do not loan out journals. Dictionaries, rare books and other materials designated by the respective institution may not be loaned out, either.

Please enter the book title, author name, publisher, ISBN and other information to the best of your knowledge.

You will be charged an average of around 1,500 yen to 2,000 yen. This includes the actual cost of shipping from the institution and return shipping from our university (parcel delivery or simple registered mail).

(The cost differs depending on the number of materials, size and other factors.)

If the material is available at a cooperating library within the prefecture, it will be transported at no charge.

In general, ILL applications from the portal page are intended for applications to libraries at other universities. If you would like to borrow books only from other libraries in the prefecture (which is free) and cancel your request if what you want is not available, please indicate that in the Note column.

Item Requested (Red Words is Necessary) NACSIS-CAT	
Request Type	<input type="radio"/> Copy <input checked="" type="radio"/> Loan
Material Type	<input checked="" type="radio"/> Books <input type="radio"/> Serials
Title	<input type="text"/>
Vol	<input type="text"/>
Author	<input type="text"/>
Publisher	<input type="text"/>
Year	<input type="text"/>
ISBN/ISSN	<input type="text"/>
NCID	<input type="text"/>
Payment Type	<input type="radio"/> Public <input checked="" type="radio"/> Private
Send Type	<input type="text" value="--"/> ▾
Note	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Clear"/>	

### Note for both photocopying and loaning:

Undergraduate and graduate students can only choose the payment category "Private" expenses. Please pay in cash at the reference counter (weekdays 9:00-12:15, 13:15-17:00) upon arrival.

If you wish to pay using your academic advisor's public fund, you will need to have his/her signature and seal on the designated form.

## 2. List of Conditions After Application

ILL申込情報

チェックした申込情報を取消す

申込中

申込番号	ILL種別	書名	状態(日付)	連絡等
<input type="checkbox"/> 1000002332	複写	test	申請 (2020/06/02)	

チェックした申込情報を取消す

申込受理

申込受理中の情報はありませぬ

申込資料到着及び却下

到着及び却下された情報はありませぬ

### (1) Applied (申請)

Once your application is completed, it will be listed in the “ILL Apply Information” column on the portal page. If necessary, you can cancel your request before your application is accepted/processed.

ILL申込情報

申込中

申込中の情報はありませぬ

申込受理

申込番号	ILL種別	書名	状態(日付)	連絡等
1000002332	複写	test	受付 (2020/06/02)	

申込資料到着及び却下

到着及び却下された情報はありませぬ

### (2) Accepted (受付)

Your request has already been sent to the other library (other university, etc.). You cannot cancel the request yourself.

If you have any questions about the specifics of your request, please contact the Library Information Service Section directly. Please note that we may not be able to change your application depending on the status of the request.

ILL申込情報

申込中

申込中の情報はありませぬ

申込受理

申込受理中の情報はありませぬ

チェックした項目を削除

申込資料到着及び却下

申込番号	ILL種別	書名	状態(日付)	連絡等
<input type="checkbox"/> 1000002332	複写	test	却下 (2020/06/02)	6月2日にメールでお知らせしましたが、こちらの資料は 国内に所蔵がないため、キャンセルとさせていただきます。 お力になれず、申し訳ありません。

チェックした項目を削除

### (3) Rejected (却下)

This means your application has been rejected. You will receive an e-mail that indicates the reason for the rejection. You may also be offered alternative methods.

ILL申込情報

申込中  
申込中の情報はありません

申込受理  
申込受理中の情報はありません

チェックした項目を削除

申込資料到着及び却下

申込番号	ILL種別	書名	状態(日付)	連絡等
<input type="checkbox"/> 1000002332	複写	test	到着 (2020/06/02)	

チェックした項目を削除

#### (4) Arrived (到着)

The material or photocopy you have requested has arrived. You will receive an e-mail to notify you of this.

If your request was paid for through public funds, you can pick up your order at the library counter whenever the library is open.

If you will be paying for your order using private funds, you can pick it up at the reference counter when it is open (weekdays 9:00-12:15, 13:15-17:00). Since materials have a return date, pick your order up as soon as possible.

ILL申込情報

申込中  
申込中の情報はありません

申込受理  
申込受理中の情報はありません

チェックした項目を削除

申込資料到着及び却下  
到着及び却下された情報はありません

申込番号	ILL種別	書名	状態(日付)	連絡等
1000002332	複写	test	保留中 (2020/06/02)	県内図書館に借用を依頼しました

#### (5) On Hold (保留中)

If the status is listed as “On Hold,” it means that your request has been accepted by libraries within the prefecture or the National Diet Library.

Once your material arrives, your order’s status will change to “Arrived (到着)” and you will receive an arrival notification e-mail. Please come to pick your order up at the library counter as soon as possible.

Documents from libraries in the prefecture are free, so they can be picked up at any time the library is open.