

Ordering Photocopies

Charged



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 it?

You can **order photocopies** from other Kyoto University (KU) campuses or other institutions. This service is basically charged.



Apply

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



KULINE

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

Request the literature
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[2. Other institutions] "Other Univ" search on KULINE

Request the literature
[ILL]

Check Status of Loan/Reservation
InterLibraryLoan/Photocopy Request

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	Uji Library	Paper	You will receive an invoice with materials. Please pay the charge at the Kyoto University CO-OP shop (e.g., the Uji Campus CO-OP shop and the Clock Tower CO-OP shop) within one week.
Public Expense (Laboratory budget)	Uji Library	<ul style="list-style-type: none"> Paper PDF (on-campus eDDS only) 	If you wish to use public expense, you need to obtain the approval from the person responsible for payment (e.g., representative faculty member of the laboratory) and register the budget. Please submit "Application for MyKULINE".



Application for MyKULINE

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

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) Until 2023.08.10

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.

