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# request Books

## from Other Institutions

I searched for the book I needed on KULINE, but I could not find it in Kyoto University (KU) libraries. How can I get it?

You can **request books** from other institutions. The shipping costs, etc. will be charged.

### Apply

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



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

**No holdings in KU libraries**

Not found on campus. Search and search for another word, please. Or, please click the link button.

**KU libraries' holdings available**

Volume	Location	Call No.	Barcode No.	Status	Comments	Reserve	Copy	V-Shelf
Uji Library New arrivals		519.15 OGU	200043773577			Reserve	Copy	V-Shelf

If the book is held by the library of other campus, please click the "Reserve" button to apply.

**[2. Other institutions]**  
"Other Univ" search on KULINE

**No hits on KULINE**

InterLibraryLoan/Photocopy Request

If you cannot find the book 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	Receive/Return	Notes
<b>Public Expense</b> (Laboratory budget)	Uji Library	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 From for Photocopy/ Interlibrary Loan at Public Expense".
<b>Private Expense</b>	Uji Library	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.



Application From for Photocopy/ Interlibrary Loan at Public Expense

### Confirm

Check the status of your request, Receive the books

We will email you when the books are ready.  
You can check the status of your request and return due date from "Check Status of Loan/Photocopy".

