

## What is Reprints Desk?

Reprints Desk is a document delivery service of Research Solutions, USA. Academic and research institutions in many countries use this service as a means of obtaining documents. Journals, books, conference proceedings, and reports are obtained in electronic/print format and provided in PDF format. Approximately 90% of the documents ordered are obtained within a minute or less.

## Upon Using Reprints Desk

### 1 Intended user

This service is available for full-time faculty in principle.

### 2 Application

1) Notify the office of the faculty/department that you want to use Reprints Desk. (availability of the service depends on each department).

2) To use Reprints Desk, you need to firstly Consent for the purpose of use of personal information is required in Microsoft Forms .

3) The office of the faculty/department will apply for user ID registration. Information required for user ID registration is as follows.

**Name (in both Japanese and alphabet) / Status / Department (in both Japanese and alphabet) / email address/ preferred language for email (Japanese or English)**

4) Later, you will receive an email notifying you that your registration is complete.

\*The personal information provided will be registered on Reprints Desk as user information and be used for user authentication, email communication, related services, and notifying information related to provision of services.

### 3 How to Use

1) After registering your user ID, sign in to Reprints Desk and order the document you want to obtain. You may also place an order via  on the search results page on a database etc.

2) An email containing the URL of the page where you can download the document (document delivery email) will be delivered to you at the email address you entered at the time of order.

3) Please access the URL to download the document.

- 4) The invoice for your order will be delivered to the office of your affiliated department in the following month. The cost will be paid from the budget available to the user concerned.

#### 4 Instructions for Use (Summary)

- 1) It is highly recommended that you check [DOORS](#), [DOGS Plus](#), [eResources List](#), [Electronic Journals](#) · [Electronic Books Portal](#), and search engines before placing an order and see if the document you look for is either available in the university' s collection, or in one of the services the university is subscribed to, or is an open access resource.

- 2) The total amount of an estimated copyright fee and a service fee will be displayed on the {Request PDF} button on the order form. In the case where the copyright fee cannot be immediately estimated, such as when the ordered document was published many years ago or its citation information is insufficient, the amount will be displayed as [TBD] and will be determined when downloading the article after placing the order.

\*The copyright fee is an estimate provided by each publisher to Research Solutions, and is subject to change depending on the circumstances at the time of order or the publisher' s policy.

The total amount of the copyright fee and the service fee (in USD) that is displayed on the order form is not the actual amount you will be charged. In addition to (copyright fee + service fee) x exchange rate of the month preceding the order placement, the total amount to be paid will also include an agency fee, and consumption tax through the reverse charge mechanism.

Please refer to the link below concerning the exchange rate of the month preceding the order placement and the method of calculating the total amount to be paid.

<https://script.google.com/macros/s/AKfycbxOXGbvIk6g6LmVTaKpJk0y-G3BdiRBtZwBjQpPEcS-ciCgRAPDfXCq3UAIJPQfZI5oA/exec>

- 3) Some documents are available for both purchase and rental. Rented articles are available on the browser for 72 hours from the first access (not available for print or download). The copyright fee is lower than that for purchase, and the rental fee will be waived if you purchase the document during the rental period (you will only be charged the fee for purchase).
- 4) Please do not forget to select the budget you use for purchasing the document from the “Budget to be used” pull-down menu on the order form. For more details, please contact the office of your affiliated department as the available budget differs with each department.

- 5) For a document whose copyright fee exceeds 45 US dollars, an email asking for your confirmation will be sent before finalizing the order. Please note that the document delivery email will be sent only after you agree to the copyright fee and finalize the order.
- 6) Cancellation after placing an order is not accepted. Please note that regardless of whether you download the document or not, you will be charged at the point when the document delivery email is sent to the email address you entered (including the case where you entered a wrong email address).
- 7) The download URL is accessible for 30 days from the day the document delivery email was sent.
- 8) For rentals, rental start URL is accessible for 2 weeks from the day the document delivery email was sent.
- 9) The purchased document can be downloaded one time only.
- 10) For copyright protection and in compliance with the contract, use of downloaded content is permitted for one person and one copy only. If you print out a downloaded document and hand it to another person, do not keep a duplicate in your possession.
- 11) Possession of PDF files is permitted only for end users, and any use beyond that purpose such as attaching to emails and copying to a hard disk or a recording medium is not permitted.

## 5 Manual

Please refer to the manual available on Digital Library (<https://library.doshisha.ac.jp/library/dl/en/tool/rd/index.html>). If you have any questions or concerns, please contact the USACO Corporation ([reprintsdesk@usaco.co.jp](mailto:reprintsdesk@usaco.co.jp)).

## 6 FAQ

### 1) Is there a list of publishers whose publications are available on Reprints Desk?

There is no fixed list of publishers, as Reprints Desk investigates the availability with all publishers for each order. Major publishers can be found in the "See Full List of Publishers" after clicking "ARTICLE GALAXY ACADEMIC COLLECTION CLICK HERE" on the following page.

<https://www.researchsolutions.com/products/academic#list-publishers>

**2) How much does it cost per article?**

The total cost will be calculated according to the link in 4-2). The copyright fee varies with each article, but for your reference, the copyright fee of nearly half of the documents available at Reprints Desk is within the range of 30 to 40 US dollars. With the rough exchange rate of 150 yen per dollar, the range is equivalent to 6,000 to 7,000 yen including various fees.

**3) How should I make payment?**

An invoice will be delivered to the office of your affiliated department with the end-of-month deadline and the payment will be made from the budget you selected at the time of order, so please be aware of how much remains in the budget you plan to use. If you wish to change the budget category from the one you selected at the time of order, please contact the office of your affiliated department.

**4) Due to an error on the system or the device, the document is displayed as “downloaded” on the system though I have not completed downloading it.**

Please contact the USACO Corporation ([reprintsdesk@usaco.co.jp](mailto:reprintsdesk@usaco.co.jp)).

**5) I cannot receive the document delivery email as I accidentally entered a wrong email address as the recipient.**

Please sign in to Reprints Desk and check My Orders (order history). Unless it has not already been downloaded at the wrong email address, you can download the file via the download button shown on the order history page.