What is “Photocopy”/“Interlibrary Loan”?

The services outlined below are provided in accordance with the Copyright Act.

Photocopy
- Materials that can be requested:
  - Copies of materials not held by Doshisha University
  - Copies of journals located on another campus
  - Copies of books that are for in-library use only
- You will pay any postage and all fees and expenses associated with your request.
- Most items arrive in 5-10 days. The actual time depends on the lending library. For example, it will take longer for items from overseas.
- You can get half pages of a material that is protected by Copyright Act.
- The current edition of journals and newspapers cannot be photocopied under the Copyright Act.

Interlibrary Loan
- You can request books not held by Doshisha University from other universities and institutions.
- The book you borrowed is in-library use only. You must follow the terms and conditions for the use of the book.
- You will pay any postage and all fees and expenses associated with your request.
- Most items arrive in 5-10 days. The actual time depends on the lending library. For example, it will take longer for items from overseas.

How to Apply

1. Apply from CiNii Books tab
2. Apply from My DOORS
3. Apply from other links

Photocopy / Interlibrary Loan is a service for students, faculty members and part-time teachers of Doshisha University. You are required to log in DOORS to use this service.

Next page for more detail...

1. Apply from CiNii Books

If the item cannot be found in Doshisha Univ. tab, click CiNii Books tab and search for the item by title of the book / magazine.

Click the item you want.

Click [Photocopy/Interlibrary Loan Request].

Check I accept the agreement after reading [Important Notice] and click [Photocopy/Interlibrary Loan Request].

Fill in the blanks.

A. Receipt Counter (Pick-up Counter)-Choose “Imadegawa Library” or “Learned Memorial Library (Kyotanabe)”. 
B. Selection of the Request method -Choose “Copy” or “Loan”. 
C. Document Information -It is automatically filled.
D. Volume and Article Information -Submit a request per book/article.
   * Photocopy: Put volume and issue numbers, publication date, and number of pages.
   * Interlibrary Loan: If you request a specific volume, please put the volume number.
E. Selection of a Contact -Put your valid e-mail address for when the photocopy or the book you requested arrives or librarians contact you in regard to your request.
F. Selection of Sending Means -Choose “ordinary mail” or “express” (for urgent requests). If you choose “express”, additional costs are charged.
G. Black and White / Color -Choose “bitonal image” (black and white) or “color image” (color).
H. Supplementary information about the request -For any special instructions or information sources of your request.

Fill in the required blanks and click [Send], and finished.
I. Status List Page -You can refer to the status of your all requests.

Continued on the following page.
2. Apply from My DOORS
Point the cursor to “My DOORS” and click “Photocopy/Interlibrary Loan Request”.

3. Apply from other links
Click CiNii Articles tab and search for the item.

- Make sure whether the item is available on campus/online.
  *Photocopy request is a service for items not available on campus/online or items located on another Doshisha University campus for in-library use only.

- *These orange buttons mean that some full-text articles are available online.
- Click to make sure whether the item is available on campus or not.

Fill in the required blanks and click , and finished.

Continued on the following page.