

Tips for DOORS

Photocopy / Interlibrary Loan

Notes on application

- ▶ Before applying, please check to see whether the material is available on campus by DOORS.
- ▶ The library do not accept a cancellation request.
- ▶ The services are provided in accordance with the Copyright Law of Japan.
- ▶ Most materials arrive in 5-10 days. The actual time depends on the lending library. For example, it will take longer for materials from overseas.
- ▶ Depending on the material, additional application forms may be required.

■ Photocopy

- ▶ Materials that can be requested:
 - Materials not held by Doshisha University
 - Materials for in-library use only that are located on another campus
- ▶ You will have to pay postage, all fees and expenses associated with your request.
- ▶ You can get less than half pages of a material that is protected by Copyright Law.
- ▶ The latest issues of journals and newspapers cannot be photocopied, if a significant period of time has not passed since the publication.

■ Interlibrary Loan

- ▶ You can request books* not held by Doshisha University from other universities and institutions. *Except Journals.
- ▶ You will have to pay postage, all fees and expenses associated with your request.
- ▶ The loaned book is in-library use only. Please follow the terms and conditions for the use of the book.

How to Apply

1. CiNii Articles --- by quoting the article information.

You can apply for photocopies of articles found on CiNii Articles. "Document Information", "Volume and Article Information" will be entered automatically.

2. CiNii Books --- by quoting the book information.

You can apply for photocopies and loans of materials found on CiNii Books. "Document Information" will be entered automatically.

3. My DOORS --- without quoting any information.

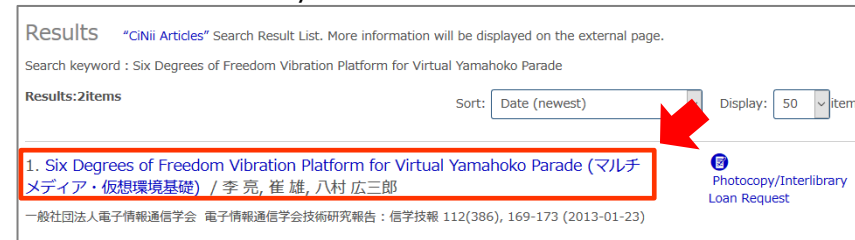
You can apply for photocopies and loans of materials that are not found on CiNii Articles and CiNii Books.

1. CiNii Articles --- Apply by quoting the article information.

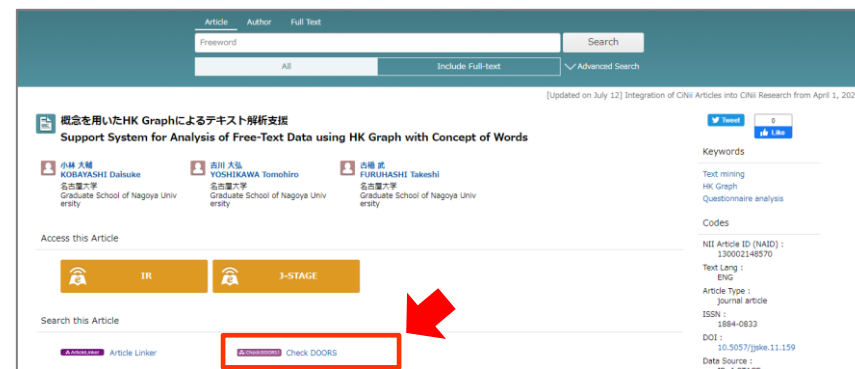
① Switch the tab to CiNii Articles, and search for the article.



② Select the article you want.



③ Make sure if the material is available on campus or online.



*Click "Check DOORS" to see if the material containing the article is available on campus.

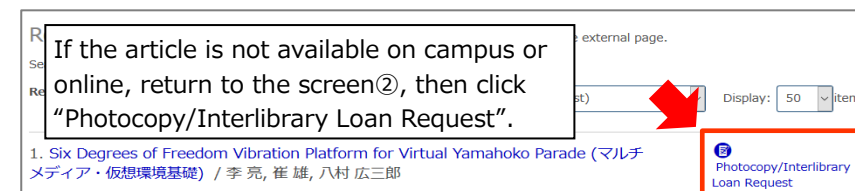
*These orange icons mean that some full-text articles are available online.



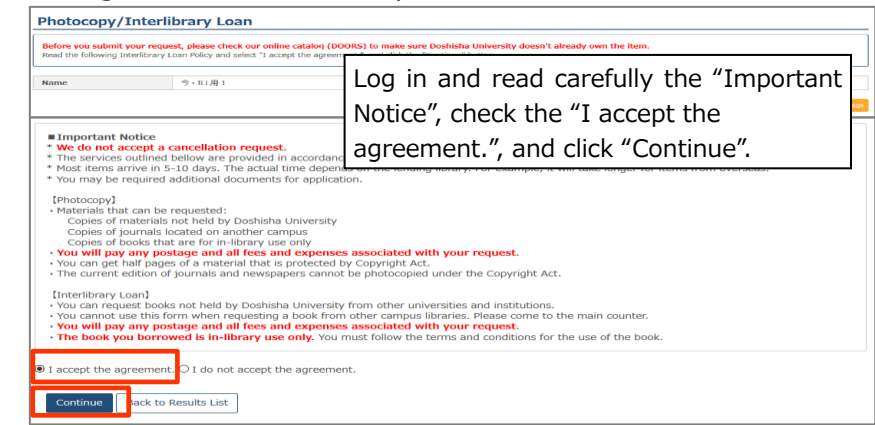
*Some articles are posted on the Internet. Please use a search engine to find them.

*For more information on how to use "Article Linker", please refer to **Tips for Electronic Resources 3 -Article Linker-**.

④ Click "Photocopy/Interlibrary Loan Request".



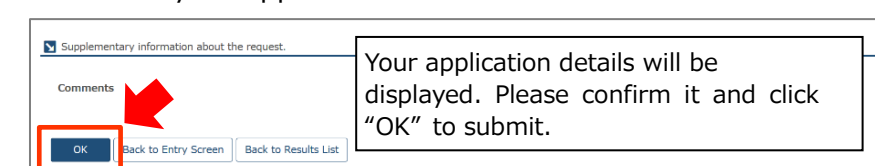
⑤ Log in and read the "Important Notice".



⑥ Enter your request information.

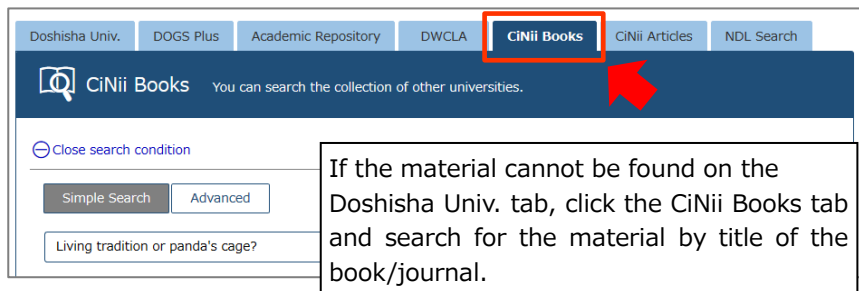


⑦ Submit your application.



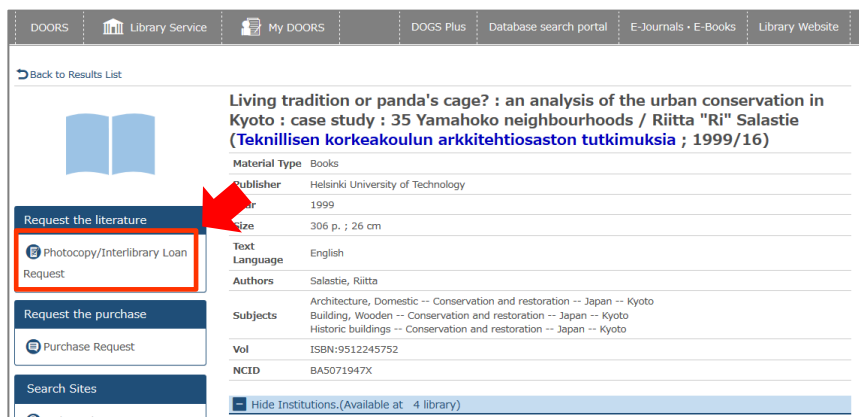
2. CiNii Books --- Apply by quoting the book information.

① Switch the tab to CiNii Books, and search for the material.



If the material cannot be found on the Doshisha Univ. tab, click the CiNii Books tab and search for the material by title of the book/journal.

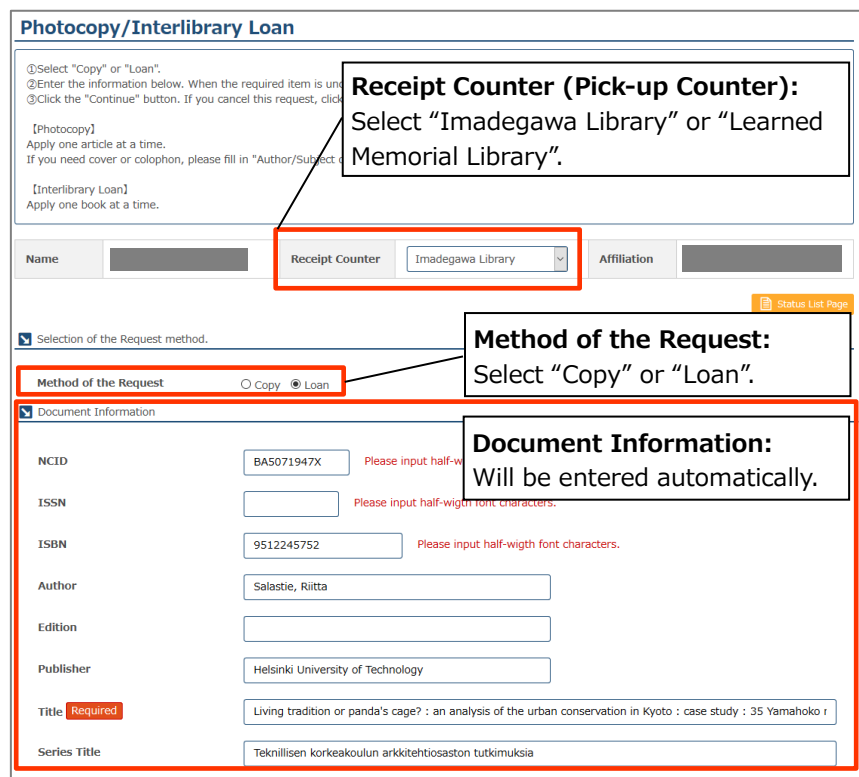
② Select the material you want, and click "Photocopy/Interlibrary Loan Request".



After entering your request information, click "Continue".

③ Log in and read the "Important Notice" carefully. See the procedure "1. CiNii Articles -⑤".

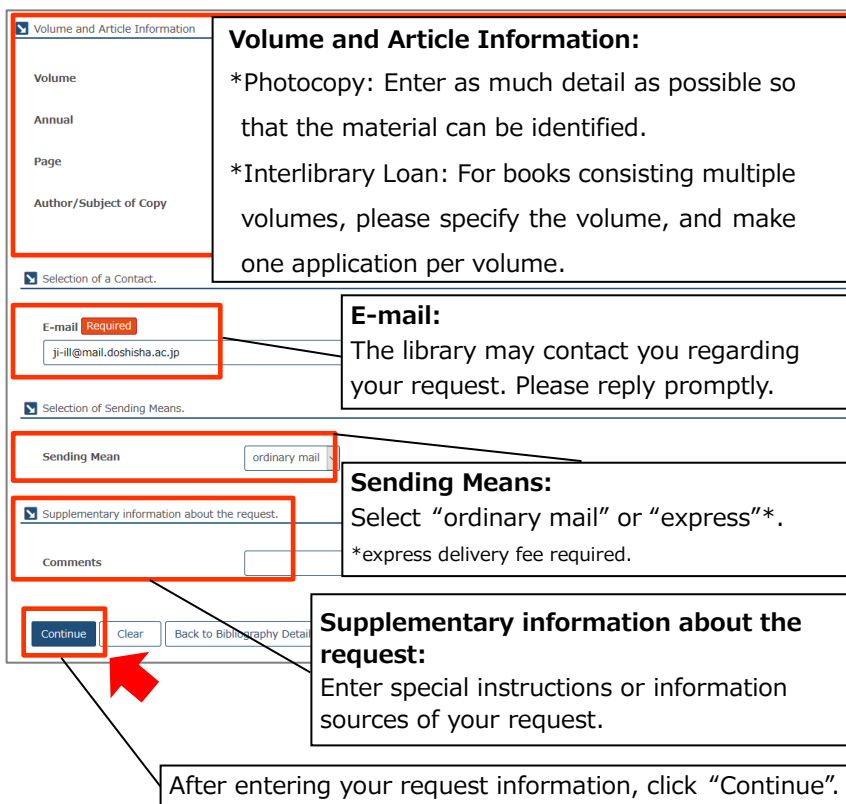
④ Enter your request information.



Receipt Counter (Pick-up Counter): Select "Imadegawa Library" or "Learned Memorial Library".

Document Information: Will be entered automatically.

Method of the Request: Select "Copy" or "Loan".



Volume and Article Information:
*Photocopy: Enter as much detail as possible so that the material can be identified.
*Interlibrary Loan: For books consisting multiple volumes, please specify the volume, and make one application per volume.

E-mail:
The library may contact you regarding your request. Please reply promptly.

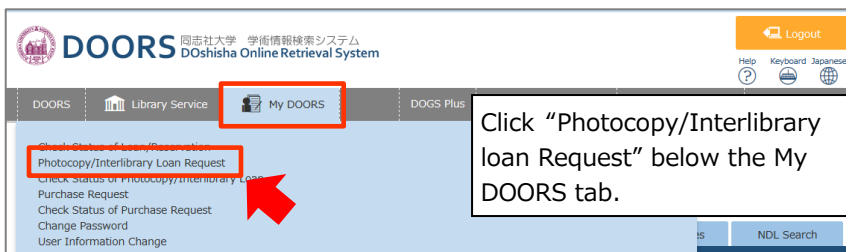
Sending Means:
Select "ordinary mail" or "express"*.
*express delivery fee required.

Supplementary information about the request:
Enter special instructions or information sources of your request.

⑤ Submit your application. See the procedure "1. CiNii Articles ⑦".

3. My DOORS --- Apply without quoting any information.

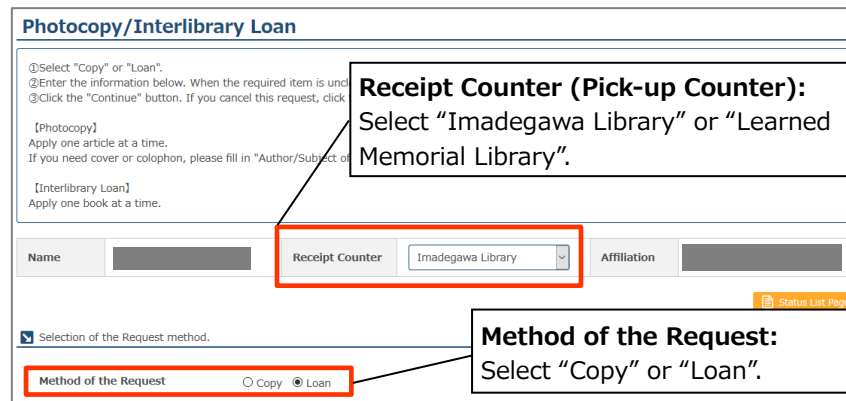
① Log in and read the "Important Notice" carefully.



Click "Photocopy/Interlibrary loan Request" below the My DOORS tab.

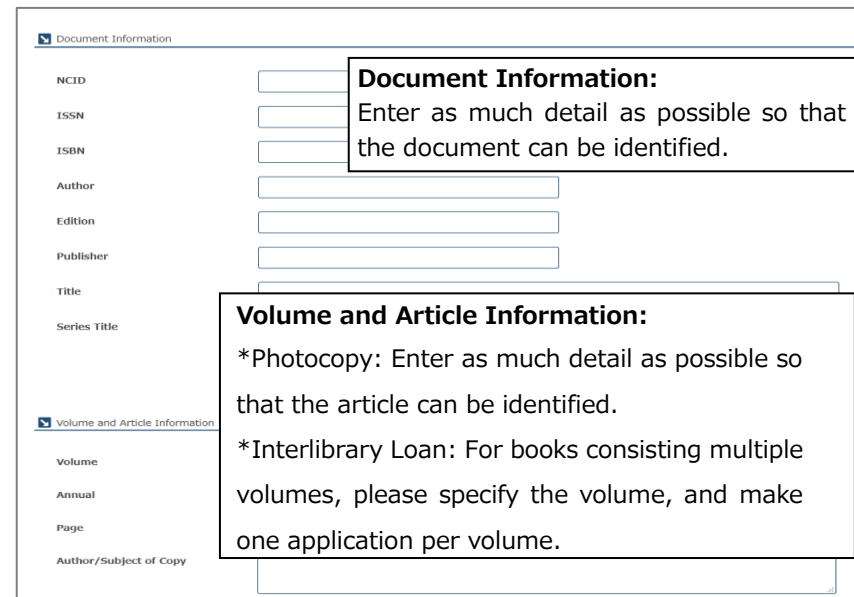
"Important Notice" will be displayed. See the procedure "1. CiNii Articles -⑤".

② Enter your request information.



Receipt Counter (Pick-up Counter): Select "Imadegawa Library" or "Learned Memorial Library".

Method of the Request: Select "Copy" or "Loan".



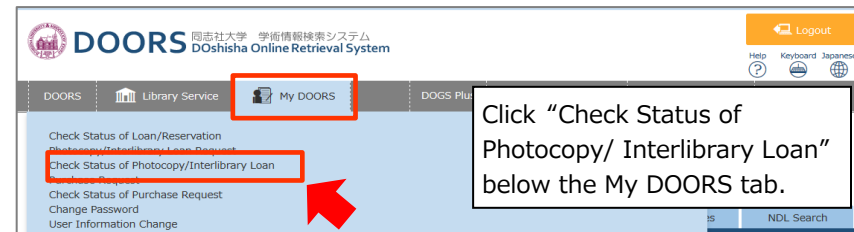
Document Information:
Enter as much detail as possible so that the document can be identified.

Volume and Article Information:
*Photocopy: Enter as much detail as possible so that the article can be identified.
*Interlibrary Loan: For books consisting multiple volumes, please specify the volume, and make one application per volume.

For subsequent entries, see the procedure "1. CiNii Articles -⑥⑦".

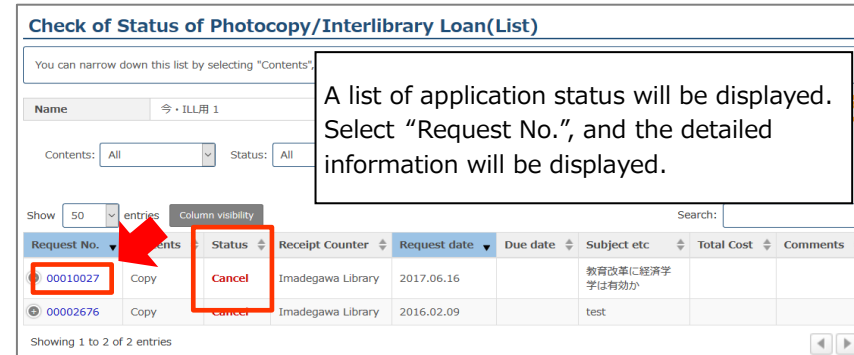
Check Status of Photocopy/Interlibrary Loan

① Log in and click "Check Status of Photocopy/Interlibrary Loan".



Click "Check Status of Photocopy/ Interlibrary Loan" below the My DOORS tab.

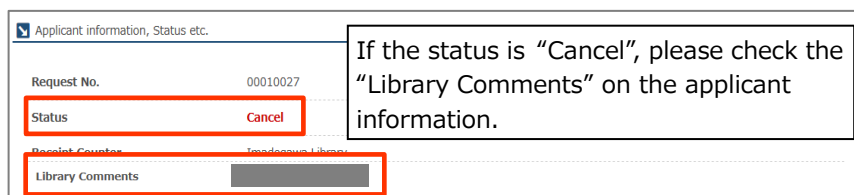
② Check of Status of Photocopy/Interlibrary Loan (List).



A list of application status will be displayed. Select "Request No.", and the detailed information will be displayed.

Request No.	Contents	Status	Receipt Counter	Request date	Due date	Subject etc	Total Cost	Comments
00010027	Copy	Cancel	Imadegawa Library	2017.06.16		教育改革に経済学 学は有効か		
00002676	Copy	Cancel	Imadegawa Library	2016.02.09		test		

③ Check Status of Photocopy/Interlibrary Loan (Applicant information).



If the status is "Cancel", please check the "Library Comments" on the applicant information.