

Photocopy Request

to other campus or universities

<ONLY>
Students, Researchers,
Faculty and Staff,
Credited auditing students,
Auditing students,
Exchange students

Before you order...

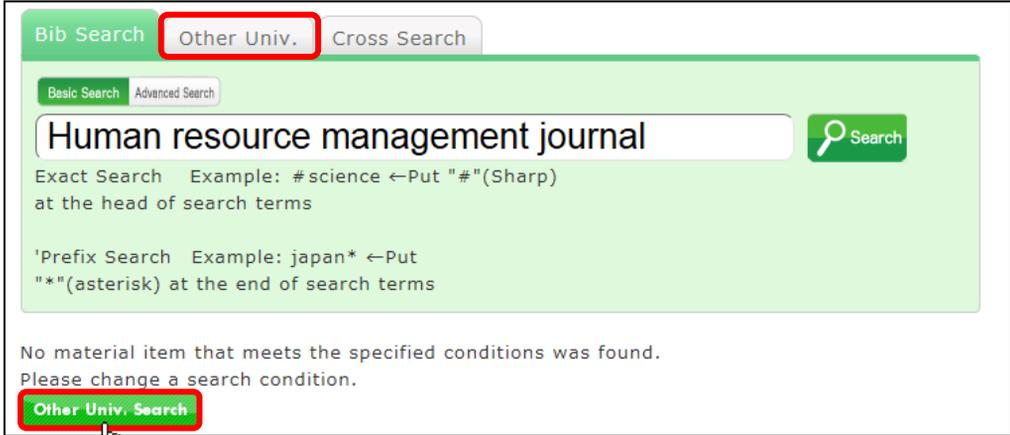


- You should pay for a fee when you receive the photocopies.
 - Request to other campus: 1 sheet for 10 yen
 - Request to other universities: 1 sheet for nearly 35~55 yen
- Photocopies of the article will usually arrive within 3 days from other campus or 1~2 weeks from other universities after your request.
- You should make a request under the copyright law.
- You should make an application for each article, even if you need more than 2 articles in the same volume.
- You can order photocopies to the National Diet Library and libraries in foreign countries at the Reference Counter only.

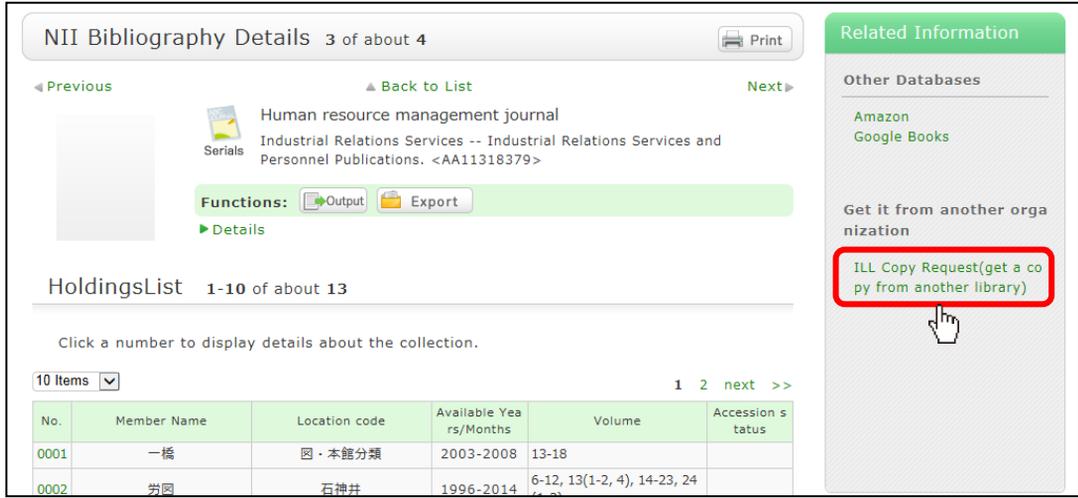
STEP 1

Search OPAC.

- Click "Other Univ." or "Other Univ. Search."



- Click "ILL Copy Request (get a copy from another library)."



STEP2

Enter your User ID & Password and Click "Login."

User authentication

Enter your user ID (or user name) and password to the University Computer System then click "Login"

User ID (User Name)

Password

Login Back

KWANSEI GAKUIN University Library

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STEP3

Request Information Entry.

• Enter "Article title", "Article Author", "Volumes", "Page" and "Year of publication."

• Confirm below

◆ whether you need color copy

◆ campus your Receive

◆ whether you request to other universities

• Choose your payment method.

• Click "Submit."

We will send an e-mail (@kwansei.ac.jp) when the book is available.



Request Information Entry

Enter the following information and click the [Submit] button.

* indicates required items.

1. Enter (Confirm) the following material information.

Article title:

Article Author:

Bib. Info.: Human resource management journal / Industrial Relations Services -- Industrial Relations Services and Personnel Publications.

Volumes: ISSN: 09545395

Page: Year:

Bib. Authority: NACSIS-CAT

2. Enter (Confirm) the following client information.

User ID: 5990000003 Name: 図書 読蔵

User type: (A) 准教授 Department: 総政研

Requests: 0 items Exp. Date: 2020/3/30

Library: Kobe-Sanda

Library: Uegahara

E-mail: yomuzou@kwansei.ac.jp

* Phone No.: 000-000-0000

* Another Phone No.:

3. Enter (Confirm) the following request information.

Material type: Book Service type: Copy

Copy method: photocopy How to send:

Apply Library: Uegahara Submit Date: 2022/3/7

* Color Copy: Necessary Unnecessary

Receiving campus: 上ヶ原 (Uegahara) 三田 (Kobe-Sanda) 聖和 (Seiwa)

The addressee of a receipt: (If you have specific request about the addressee of a receipt, please inform us here. If there is no answer, we will issue a receipt addressed to user's name.)

* Request to the outside: Necessary Unnecessary (If the article you need is not available at Kwansei Gakuin University, we will order to other universities.)

※ Photocopies will usually arrive within 1~2 weeks after ordering. It costs 35~55 yen per page plus postage.

4. Enter (Confirm) the following payment method.

(Seiwa Junior College teachers can not choose payment method for "Research Fund" and "Indirect Expense". Please choose "Private Expense".)

Payment type: Private Expense Research Fund Indirect Expense

※ If you choose "Research Fund" or "Indirect Expense" as the payment type, the expenses will be paid by the Organization for Research Development from your budget, so you will have no cash payment upon receipt.

※ If you choose "Research Fund" or "Indirect Expenses" by March 20, the expenses will be paid from your budget of the current fiscal year.

Submit

Attention

After you received the photocopies, you should erase the request on OPAC (User Inquiry).