OPAC ONLINE SERVICE

Photocopy Request
to other campus or universities

Before you order...

- You should check OPAC, databases and online journals to make sure that the article you need is NOT available at your campus or Kwansei Gakuin University.
- It is NOT for free. Please be sure to pay a fee.
  - Request to other campus: 1 sheet for ¥10
  - Request to other university: 1 sheet for ¥35~55 + postage + commission charges
- Photocopies of the article will usually arrive within 3 days (from other campus) or 7~10 days (from other university) after ordering.
- 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 NOT make a request while the system is down (3:30 a.m. - 4 a.m.).
- You can order photocopies to the National Diet Library and libraries in foreign countries at the Reference Counter only.

STEP 1
Search OPAC

The journal you need is NOT available at Kwansei Gakuin University

1. Click “Other Univ.” or “Other Univ. Search”

2. Click “ILL Copy Request (get a copy from another library)”

The volume you need is NOT available at your campus or Kwansei Gakuin University

1. Click “ILL Copy Request (get a copy from another library)” ⇒ Go to STEP 2
STEP2
Log in
③ Enter your User ID and Password
④ Click “Login”

STEP3
Request Information Entry
⑤ Enter “Article title” and “Article Author”
⑥ Enter “Volumes”, “Page” and “Year of publication”
⑦ If you would like to request color copy, Select “Necessary”
⑧ If you would like to request to the other universities, Select “Necessary”.
⑨ Click “Submit”

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

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