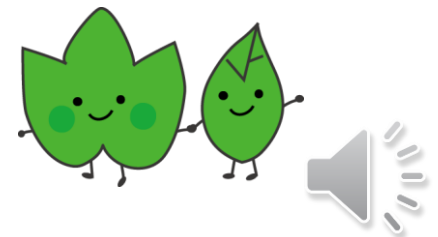


# How to borrow a book from other libraries

2020

Hiroshima University Library



# Outline

1. Overview of book delivery service
2. Application procedure
  - 2.1 Borrowing books from libraries on other campuses
  - 2.2 Borrowing books from laboratories on other campuses
  - 2.3 Borrowing books from libraries at other universities/institutions



# 1. Overview of book delivery service

- A service that delivers books from other campuses or other universities/institutions to the library on the campus to which you belong.
  - Deliverable materials: Books
    - \* Books for in-library use only, journals and audiovisual materials cannot be delivered.
  - Shipping fee
    - Materials held by Hiroshima University: free shipping
    - Materials held by other universities/institutions
- : Round-trip shipping is at your own expense.



# Estimated delivery date

- From libraries on other campuses:  
3 business days-1 week
- From laboratories on other campuses  
1 week-2 weeks
- From libraries at other universities or  
institutions  
1 week-2 weeks



# Notes for application

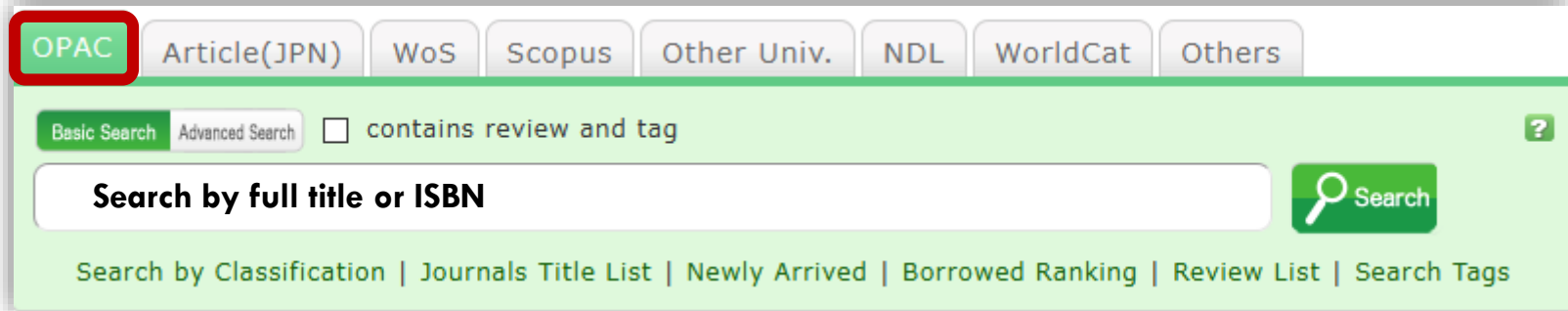
- Please apply one by one.  
You cannot apply for multiple books at once.
- The application cannot be canceled except immediately after the application.



## 2. Application procedure

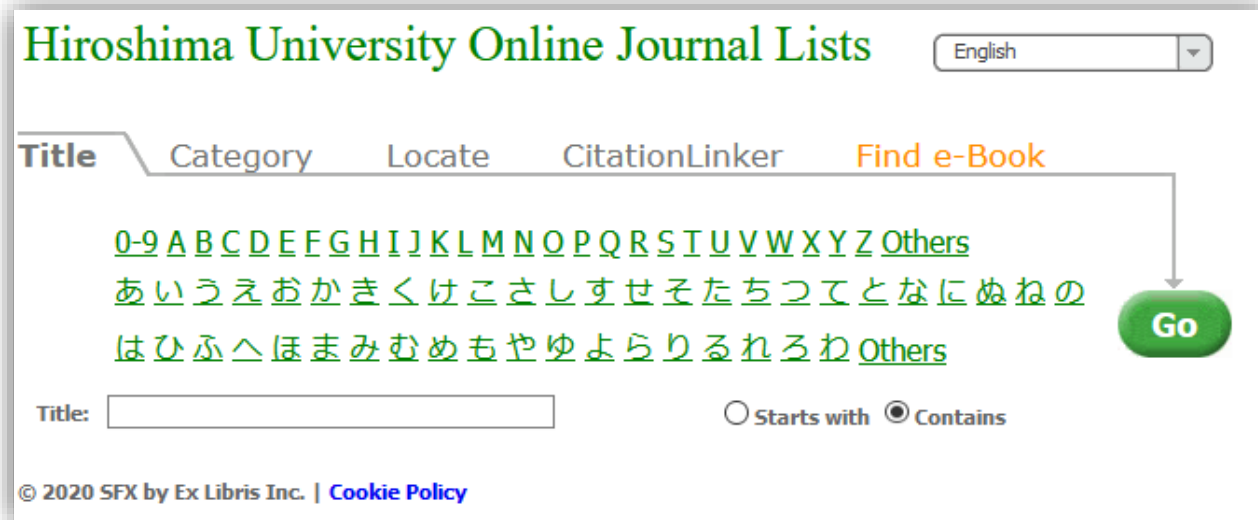


# Confirmation of library holdings before application



The screenshot shows the top navigation bar of the OPAC system. The 'OPAC' button is highlighted with a red box. Other buttons include 'Article(JPN)', 'WoS', 'Scopus', 'Other Univ.', 'NDL', 'WorldCat', and 'Others'. Below the navigation bar, there are tabs for 'Basic Search' and 'Advanced Search', and a checkbox for 'contains review and tag'. A search input field contains the text 'Search by full title or ISBN', and a green 'Search' button with a magnifying glass icon is to its right. At the bottom, a horizontal menu lists various search options: 'Search by Classification', 'Journals Title List', 'Newly Arrived', 'Borrowed Ranking', 'Review List', and 'Search Tags'.

## [HU library OPAC - Search Catalogue](#)




The screenshot shows the 'Hiroshima University Online Journal Lists' search interface. At the top, the title is in green, and there is a language dropdown menu set to 'English'. Below the title, there are several tabs: 'Title', 'Category', 'Locate', 'CitationLinker', and 'Find e-Book'. The 'Title' tab is selected. Under the 'Title' tab, there are two rows of search filters: '0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Others' and 'あ い う え お か き く け こ さ し す せ そ た ち つ て と な に ぬ ね の は ひ ふ へ ほ ま み む め も や ゆ よ り る れ ろ わ Others'. A green 'Go' button is to the right of these filters. Below the filters, there is a 'Title:' label followed by a search input field. To the right of the input field are two radio buttons: 'Starts with' and 'Contains', with 'Contains' being selected. At the bottom left, there is a copyright notice: '© 2020 SFX by Ex Libris Inc. | Cookie Policy'.

## [E-Journals & E-Books Title list](#)



HOME > Search Holdings > E-Journals & E-Books





# 2.1 Borrowing books from libraries on other campuses

**広島大学図書館**  
Hiroshima University Library

サイト内検索/Site Search  
  
Search!


 [Hiroshima University](#)  
 [Kasumi Library](#)

 [Access](#)  
[日本語](#) | [English](#)

 [Sitemap](#)

Guide   Search Holdings   Databases   Collections   Guidance • Reference   About Us   Contact Us

**User Menu**  
Your Library Record  
InterLibrary Copy Request  
InterLibrary Loan Request  
New Purchase Request  
Alert  
Bookmark  
My Search  
Review History  
Tag History




2020/09/29(TUE)

Library	Opening Hours
Central	08:30-17:00
East	08:30-17:00
West	08:30-17:00
Kasumi	08:45-21:00
Higashi senda	08:30-21:00

[Monthly](#)

**[NOTICE] Measures against Coronavirus Infection**  
[Will be opened on June 1st] For HU members (Updated June 15)  
For Visitors (Updated March 27)

**Search OPAC**

**ライティングセンター WRC**  
 広島大学図書館は活動助成金を募っています。

**OPAC**   Article(JPN)   WoS   Other Univ.   NDL  
Basic Search   Advanced Search   ☐ contains review and tag  
  
Search by Classification | Journals Title List | Newly Arrived | Borrowed Ranking | Review List | Search Tags

<https://www.lib.hiroshima-u.ac.jp/?lang=english>



# Click the "Reserve" button on the OPAC

\*Free shipping, 3 business days to 1 week to arrive.


Bibliography Details 31 of about 9711

Print

◀ Previous

▲ Back to List

Next ▶



Books

International business : perspectives from developed and emerging markets

K. Praveen Parboteeah & John B. Cullen ; : pbk, : hbk. -- 2nd ed. -- Routledge, 2018. <BB03362202>

Rating: ★★★★★

Tag: No tag is registered

Functions: Bookmark Tag Output Mail Export

▶ Review ▶ Details

URL:

Another Volume

HoldingsList 1-1 of

Click a location to display

10 Items ▼

No.	Volumes	Campus	Location	Collection	Call No	Material ID	Status	Due Date	Reservation
0001	: pbk	Higashi-Senda	Higashi-Senda Lib		335.5/P-23	0100602949			<div>0 items Reserve</div>

Check the campus before applying.

9

## User authentication

Single sign-on\* authentication is [HERE](#)

\*Single sign-on(SSO) is a service which allows users to pass between multiple web services without using different usernames or passwords.

Learn more [here](#).

---


Enter your user ID (Hirodai ID) and password.


User ID (Hirodai ID)

Password

Login

Back

 Please type the English alphabet included in User ID (Hirodai ID) **in capital letters**.  
e.g. : D999999 → Available.      d999999 → Not Available.

 After you login to Hiroshima University Library, if a new window doesn't open or any pages of personal services (User Menu, Copy/Loan Request, etc) don't appear, please **disable your browser's popup blockers**. [How to disable your browser's popup blockers](#).

 For Firefox User

If the following message appear after you click on the "Login" button, please select the "continue" in order to complete login process.


"Security Warning

Although this page is encrypted, the information you have entered is to be sent over an unencrypted connection and could easily be read by a third party.

Are you sure you want to continue sending this information? "



## Reservation Request

Set the following conditions and click the [Next] button. 

Select Request Conditions ▶ Request Information Entry ▶ Request Confirmation ▶ Request Completion Notification

### Select Request Conditions

#### ● Material information

International business : perspectives from developed and emerging markets / K. Praveen Parboteeah & John B. Cullen ; : pbk, : hbk.

2nd ed. -- Routledge, 2018. <BB03362202>

Volumes:: pbk

YM of

Journal:

#### ● Select Request Conditions

Select the library where you want to pick up the material.

Higashi-Hiroshima (Central) ▼

<To Reserve>

1. If you want to reserve a book that belongs to your own campus, please pick it up at the library.
2. If the book you want doesn't belong to the libraries in your campus, you can select the library to pick up the book.

<To Request a delivery from other campus>

Please select a library in your own campus.

Next



## ● Reservation details entry

Click the "Apply" button after entering the following information.

### 1. Select a reservation type and the material to be requested.

- ☒ Make a reservation for on-shelf items. \* Only one item of material can be selected per request.

	Material ID	Library	Location	Call No.	Status	Number
<input checked="" type="radio"/>	0100602949	Higashi-Senda	Higashi-Senda Lib	335.5/P-23		0items

### 2. Enter (Confirm) the following reservation request details.

Apply Date:2020/11/22

Receive Lib:Higashi-Hiroshima (Central)

Specify the mail address used to receive email.

- ☒ Normal email ☐ Mobile email

\* If a mobile email address is specified, email will be resized to the size of the mobile phone screen before being sent.

☒ E-mail: @hiroshima-u.ac.jp ▼

☐ \*Change Email:

\*Email(confirm):

☒ \* Phone No. :  ▼

☐ \* Another Phone No. :

### 3. Notes

Note:

#### 取寄について

お申し込み後、受取まで約1週間かかることがあります。

また予約がすでに入っている資料は、受取までの期間が長くなります。ご了承ください。

Submit

Back to Select



## Request Information Confirmation

---

The following reservation request will be submitted. If the request details are correct, click the "Submit" button.

### ● Material information

International business : perspectives from developed and emerging markets / K. Praveen Parboteeah & John B. Cullen ; : pbk, : hbk.

2nd ed. -- Routledge, 2018. <BB03362202>

Volumes:: pbk

YM of

Journal:

### ● Request details

Material ID:0100602949,

Apply Date:2020/11/22

Receive Lib:Higashi-Hiroshima (Central)

Phone No.:00-0000-0000

E-mail: [REDACTED]@hiroshima-u.ac.jp(Normal email)

Note:

---

**Submit**

Back to Entry

Back to Select



## 2.2 Borrowing books from laboratories on other campuses

Click the "ILL Borrowing Request(borrow the actual book) " on the OPAC

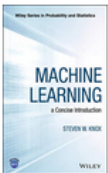
\*Free shipping, 1 to 2 weeks to arrive.

\*These books may not be available depending on the usage of the laboratory.

Bibliography Details 7 of about 160

Print

[◀ Previous](#) [▲ Back to List](#) [Next ▶](#)



Books

Machine learning : a concise introduction

Steven W. Knox ; : cloth. -- John Wiley & Sons, 2018. -- (Wiley series in probability and mathematical statistics). <BB03352660>

Rating: ★★★★★

Tag: No tag is registered

Functions: [Bookmark](#) [Tag](#) [Output](#) [Mail](#) [Export](#)

[▶ Review](#) [▶ Details](#)

URL:  [Select](#)

HoldingsList 1-1 of about 1

Click a location to display details.

10 Items ▼

No.	Volumes	Campus	Location	Collection	Call No	Material ID	Status	Due Date	Reservati on
0001	: cloth	Higashi-Hiroshima (Central)	<a href="#">Science / Mathematics</a>		<a href="#">007.13/Kn-6</a>	4000423310	Faculty office		0items

Related Information

Get it from another organization

[ILL Copy Request\(get a copy from another library\)](#)

[ILL Borrowing Request\(borrow the actual book\)](#)

☒ I can't make a request because the window doesn't open.

Purchase Request

[Additional Purchase Request](#)

Related Items

[▶ parent bibliography](#)

[▶ author](#)

[▶ related bibliography](#)

[▶ classification](#)

[▶ subject](#)

14

## User authentication

Single sign-on\* authentication is [HERE](#)

\*Single sign-on(SSO) is a service which allows users to pass between multiple web services without using different usernames or passwords.  
Learn more [here](#).

Enter your user ID (Hirodai ID) and password.

User ID (Hirodai ID)

Password

Login

Back



www.lib.hiroshima-u.ac.jp の内容

The bibliography exists in local database. Please confirm local data base.

OK

キャンセル



## Request Information Entry

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

\* indicates required items ♦ indicates choice items.

Please use the materials in person, if the materials are on your campus

### 1. Enter (Confirm) the following material information.

Title: Machine learning : a concise introduction / Steven W. Knox ; : cloth. -- John Wiley & Sons, 2018. -- (Wiley series in probability and mathematical statistics).

Volumes: cloth

♦ ISBN: 9781119439196

\* Year:

Bib. Authority: OPAC

Hol. Authority:

♦ Bib. ID (NCID): BB03352660





## 2. Enter (Confirm) the following client information.

User ID: [REDACTED]

Name: [REDACTED]

User type: [REDACTED]

Department: [REDACTED]

Requests: 0 items

Contact: ☐ phone ☒ E-mail

Specify the mail address used to receive email.

☒ Normal email ☐ Mobile email

\* If a mobile email address is specified, email will be resized to the size of the mobile phone screen before being sent.

☒ E-mail: [REDACTED]@hiroshima-u.ac.jp ▼

☐ \*Change Email:

\*Email(confirm):

☒ \* Phone No.: 00-0000-0000 ▼

☐ \* Another Phone No.:



### 3. Enter (Confirm) the following payment method.

Payment type: ☒ Private Expense  
☐ Public Expense

Payment type: ☐ Private Expense  
☒ Public Expense

User ID (Hirodai ID):

Budget unit code:

Amount code:

Please enter the faculty's code.

If you wish to pay by Grant-in-Aid for Scientific Research or Donations,  
please you paid in advance and request reimbursement of money after.



#### 4. Enter (Confirm) the following request information.

Material type: **Book**

Service type: **Loan**

How to send: **standard mail** ▼

Apply Library: ☐ Higashi-Hiroshima (Central) ☐ Higashi-Hiroshima (West) ☐ Kasumi ☒ Higashi-Senda

Apply Date: 2020/11/22

Range: ☒ Inter campus ☐ Domestic(within Japan) ☐ International

他キャンパス図書館所蔵資料の取寄は  
OPAC所蔵一覧にある「予約・取寄」ボタンからお申し込みください。  
詳しくは[こちら](#)

#### 5. Notes

Note:

[▲ Go to the top of this page](#)

☒ Applicant will have responsibility for copyright and materials conservation

Submit



## Request Confirmation

The following ILL request will be sent.

Click the [Submit] button after confirming the details.

### Payment Method

Payment type:Private expense

### Request Information

Material type:Book

Service type:Loan

How to send:standard mail

Apply Library:Higashi-Senda

Apply Date:2020/11/22

Range:Inter campas

### Notes

Note:

[▲ Go to the top](#)

Submit

Back to Entry

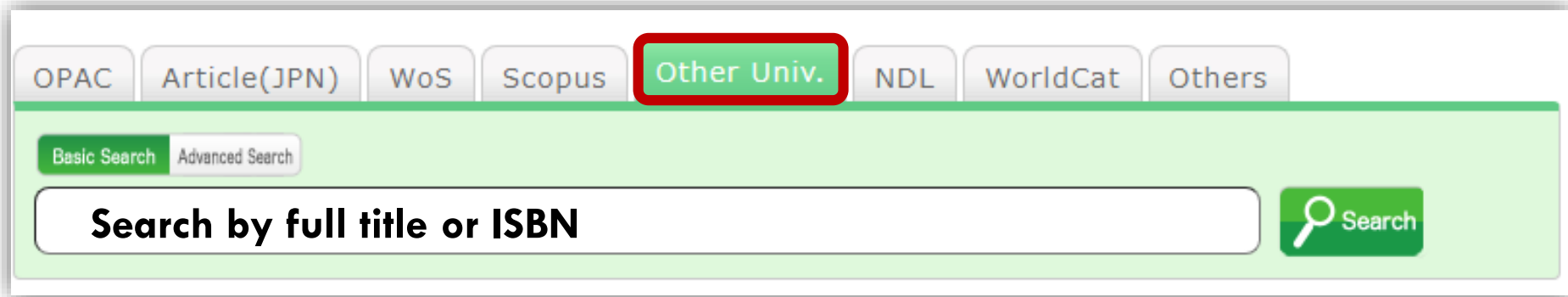


## 2.3 Borrowing books from libraries at other universities/institutions

- Round-trip shipping fee are at your own expense.
- The number of days to arrive is from one week to two weeks
- Some books are restricted to use only in the library.
- Self-copying may be prohibited if the books are in poor condition.

\*If there are restrictions on the use of books, we will contact you in advance as much as possible. However, there are some books whose terms of use are unknown until the books arrive.

# Searching the library holdings of other universities



The screenshot shows a library search interface. At the top, there is a row of buttons: OPAC, Article(JPN), WoS, Scopus, Other Univ., NDL, WorldCat, and Others. The 'Other Univ.' button is highlighted with a red border. Below this row is a green bar containing two tabs: 'Basic Search' and 'Advanced Search'. Under the 'Basic Search' tab is a search input field with the placeholder text 'Search by full title or ISBN'. To the right of the input field is a green button with a magnifying glass icon and the text 'Search'.

Be sure to check OPAC to see if there are any materials you would like to borrow in HU.



[◀ Previous](#)[▲ Back to List](#)[Next ▶](#)

The art and science of Victorian history

by Rosemary Jann -- Ohio State University Press, c1985. &lt;BA00199403&gt;

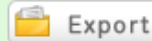
Functions:



Output



Mail



Export

[▶ Details](#)URL: 

## HoldingsList 1-8 of about 8

Click a location to display details.

10 Items ▼

No.	Member Name	Location code	Volumes	Call No	Registration number
0001	上智大	書庫		DA:3:A1:J36:1985	860018999
0002	名大情言	情報・言語		201.28  J	986299
0003	家政院大	☒		201.233/ J 22	T0168815*
0004	成蹊大			907.2  11	86200723
0005	敬和大	☒		202-JA	000010814
0006	神女大	☒		201  Ja	22050366
0007	立命館				7710045807
0008	茶女大	☒		201/J22	210363500013

## Related Information

## Other Databases

[Amazon](#)  
[Google Books](#)  
[WorldCat](#)  
[NDLSearch](#)  
[CiNii Books](#)  
[Calil](#)

## Get it from another organization

[ILL Copy Request\(get a copy from another library\)](#)[ILL Borrowing Request\(borrow the actual book\)](#)

I can't make a request because the window doesn't open.

## Purchase Request

[label.opt.neworder](#)

The library staff will select the most suitable library by checking the shipping fee, rental period, terms of use, etc.

### 3. Enter (Confirm) the following payment method.

Payment type: ☒ Private Expense  
☐ Public Expense

Payment type: ☐ Private Expense

☒ Public Expense

User ID (Hirodai ID):

Budget unit code:

Amount code:

Please enter the faculty's code.

If you wish to pay by Grant-in-Aid for Scientific Research or Donations,  
please you paid in advance and request reimbursement of money after.





#### 4. Enter (Confirm) the following request information.

Material type: **Book**

How to send: standard mail



How to send: standard mail

standard mail

Apply Library: Express delivery

Apply Library: ☒ Higashi-Hiroshima (Central) ☐ Higashi-Hiroshima (West) ☐ Kasumi ☐ Higashi-Senda

Apply Date: 2020/12/3

Range: ☐ Inter campas ☒ Domestic(within Japan) ☐ International



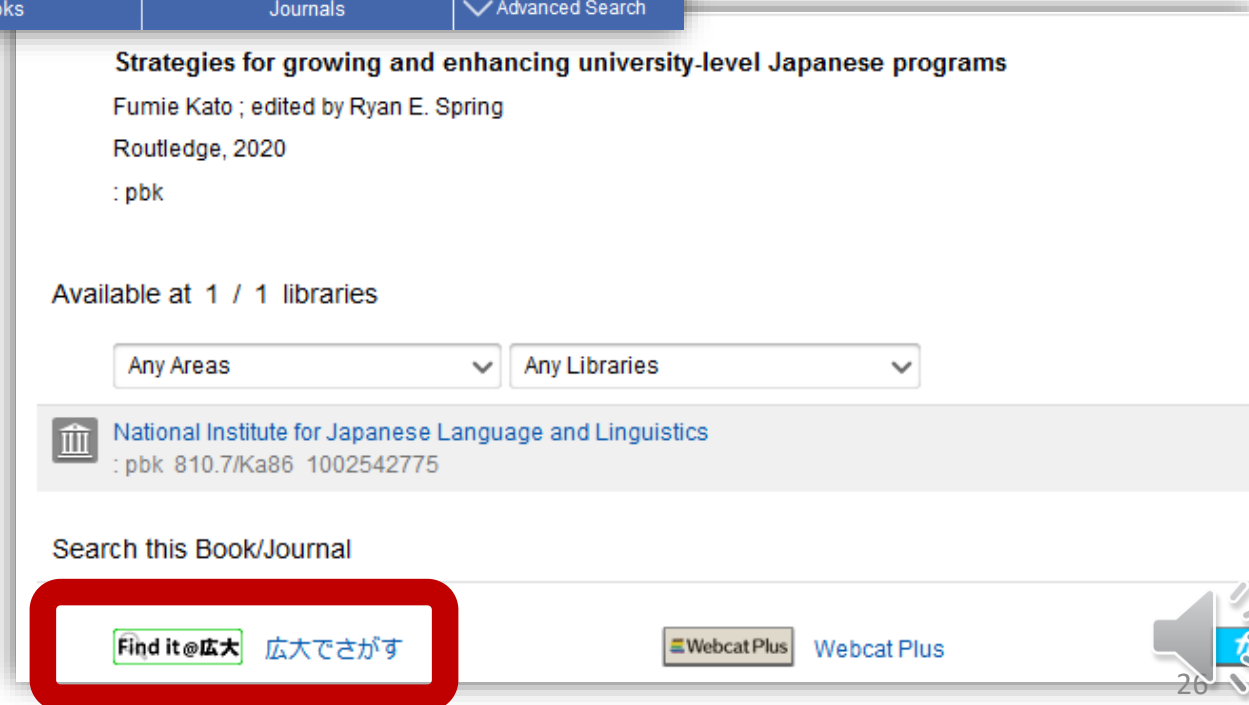
# Application from CiNii Books

<https://ci.nii.ac.jp/books/?l=en>

\*Access on the campus network is required.



Database of  
information on  
books, journals,  
and audiovisual  
materials held  
by Japanese  
university  
libraries



## Full text

No Full text available

## Holding information

Holdings in **Hiroshima University OPAC**

GO

所蔵はありません

Holdings in **CiNii Books**

GO

1件, 見つかりました

⊕ Understanding the Mindanao peace process (1館で所蔵)

Holdings in **NDL Search**

GO

Holdings in **OCLC WorldCat @ Service**



GO

## ILL

Request document via **Web Request**

GO

You can request the book from libraries of other universities.

Click the "GO" button to start the application procedure.

Receive External Data (open URL)

The book information sent from the referrer is as shown below.

**Search Result: 0**

## Data

**Information source:** CiNii(BA79949788)

**Author:** Rowen Henry

**Title:** Making IT : the rise of Asia in high tech

**ISBN:** 0804753857

**Publication year:** 2007

▲ [Go to the top of this page](#)

## Related Information

### Other Universities (NII)

[same conditions](#)  
[same bibliography](#)

### Get it from another organization

[ILL Copy Request\(get a copy from another library\)](#)

[ILL Borrowing Request\(borrow the actual book\)](#)

[I can't make a request because the window doesn't open.](#)

\* Bibliographic information such as titles are automatically entered.

# Apply by entering directly from InterLibrary Loan Request

## User Menu

Your Library Record

InterLibrary Copy Request

InterLibrary Loan Request

New Purchase Request

Alert

Bookmark

My Search

Review History

Tag History

Select Request Conditions ▶ Request Information Entry ▶ Request Confirmation ▶ Request Completion Notification

## Request Information Entry

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

\* indicates required items. ◆ indicates choice items.

Please use the materials in person, if the materials are on your campus

**\* ISBN or bibliographic ID (NCID) is required**

1. Enter (Confirm) the following material information.

\* Title :

Volumes:

◆ ISBN:

Author:

Publisher:

\* Year:

Bib. Authority:

Hol. Authority:

◆ Bib. ID (NCID):

# Check the application status from Your Library Record

The screenshot displays a library user interface. On the left, a 'User Menu' is visible with the following items: 'Your Library Record' (highlighted with a red box), 'InterLibrary Copy Request', 'InterLibrary Loan Request', 'New Purchase Request', 'Alert', 'Bookmark', 'My Search', 'Review History', and 'Tag History'. A red arrow points from the 'Your Library Record' menu item to the main content area. The main content area is divided into three sections: 'Reservation', 'Copy request', and 'Loan request'. Each section has a 'Go to the top of this page' link in green text. The 'Reservation' section shows 'Reservation 1 Item(s)' and a 'Reservation List' button (highlighted with a red box). The 'Copy request' section shows 'Copy request 0 Item(s)' and a 'Copy request List' button (highlighted with a red box). The 'Loan request' section shows 'Loan request 2 Item(s)' and a 'Loan Request List' button (highlighted with a red box). A speaker icon is located at the bottom right of the page.

User Menu

- Your Library Record
- InterLibrary Copy Request
- InterLibrary Loan Request
- New Purchase Request
- Alert
- Bookmark
- My Search
- Review History
- Tag History

Reservation

Reservation 1 Item(s)

There is no reservation service shelf record.

Reservation List

Copy request

Copy request 0 Item(s)

There is no receipt acceptable record.

Copy request List

Loan request

Loan request 2 Item(s)

There is no borrowing/receipt acceptable record.

Loan Request List

# How to cancel immediately after application.

You can check the reservation status. You can also cancel or delete reservation. ?

Status ▾ 10 Items ▾

No.	<input checked="" type="checkbox"/>	Status	Recv Date-Due	Bibliography information
1	<input checked="" type="checkbox"/>	App in progress		IT strategy : issues and practices / James D. McKeen, Heather A. Smith. -- 3rd ed. -- Pearson, 2015.

Cancel Reservation

Remove from List

 RefWorks

 EndNote basic

Back to Your Library Record



No.	<input type="checkbox"/>	Status	Recv Date-Due	Bibliography information
1	<input type="checkbox"/>	Cancelled		IT strategy : issues and practices / James D. McKeen, Heather A. Smith. -- 3rd ed. -- Pearson, 2015.



# Contact after application

- We will contact you using the designated contact method as soon as the materials arrive at the library.
- If there is no library that holds books that can be borrowed, we will also contact you.





# Payment and return of materials

- Pay when you receive the materials.

Payment method for private expense:

- Cash or
- Co-op electronic money “MyPle”  
(Central and Kasumi Lib Only)

\*No payment is required for public expense.

- Put the materials in a bag and return them to the circulation desk in the library where you received the materials by the return deadline.



# Other services

- Free book delivery service of nearby public libraries: Hiroshima Prefectural Library, Hiroshima City Library, Higashi Hiroshima City Library
- New Purchase Request

>See Library orientation video

[https://www.lib.hiroshima-u.ac.jp/?page\\_id=379&lang=english](https://www.lib.hiroshima-u.ac.jp/?page_id=379&lang=english)



# Any Questions?

- ◆ Contact the circulation desk.
- ◆ Email us : [toshofukyu-wrc@office.hiroshima-u.ac.jp](mailto:toshofukyu-wrc@office.hiroshima-u.ac.jp)
- Please feel free to contact us !

# Questionnaire

Please take some time to answer  
[questionnaire form.](https://docs.google.com/forms/d/e/1FAIpQLScQzMjSpwwKquvMOo_jK0EEZ82IR3xXgWpAo6ALsex-GtiRucg/viewform?usp=sf_link)

[https://docs.google.com/forms/d/e/1FAIpQLScQzMjSpwwKquvMOo\\_jK0EEZ82IR3xXgWpAo6ALsex-GtiRucg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScQzMjSpwwKquvMOo_jK0EEZ82IR3xXgWpAo6ALsex-GtiRucg/viewform?usp=sf_link)

