

# Overseas ILL Procedures

(Please read before requesting an overseas ILL)

## 1. Get the most accurate bibliography possible

- Please fill in the book title, author, the publisher and place of publication, and all other information you have. (For copies, include the article author, the article title, volume/issue number, and page numbers.) If you have bibliographic references, include that information as well.
- Indicate if you require a specific edition or a specific publication year. In case that you receive the delivered book which is not the edition or year you wanted because of the failure in indicating the information, you will still be responsible for the charges.
- Requests with incomplete bibliographic information may take considerable time to fill or may not be found. You will be responsible for the charges if the wrong book is delivered because of a bibliography error on the application.
- Most of the ILL requests are submitted to the library which holds the material online. Depending on the language of the material, the request sometimes gets garbled. Please try to write the information of the material with Roman letters along with the information in the original language as much as possible.
- We may refuse to take an ILL request if we deem it more appropriate for you to purchase the material, such as North American doctoral dissertations.

## 2. Look up holding libraries of the book/article

- Before making an overseas ILL request, be sure to confirm that the book is not held at Waseda or at another institution in Japan using WINE, Keio University's OPAC, CiNii Books, and other search tools.
- For special materials, such as uncirculated documents, please check at the reference desk at each library by yourself and bring a copy of the search result when making the ILL request.
- Indicate on the ILL application if you want to borrow the materials from a specific institution that has the book. We may not satisfy your request, however, if we find the materials at a more convenient institution.

## 3. Time required

- Ordinarily it takes one to two months until the book is delivered. The results of an ILL request may not be known for several months or even more than a year depending on lack of responses, refusals by multiple institutions, or postal circumstances. Therefore, ensure you apply well in advance of your needs.
- If you have an urgent request, write "Urgent" with the desired delivery date on your application. Note that we cannot always meet your requirements.
- We will contact you when the book arrives or when we decide that it is unobtainable. Ask at the Central Library's reference desk about the status of your request or to cancel your request. Please note that once you made a request, the request sometimes cannot be cancelled.
- If we cannot identify an institution with the book, or if six months have passed since the application was submitted and the request is still pending, we will generally cancel the request as unobtainable (as a rule, there will be no charge to you).

## 4. Available format

- Please inform us of the format you wish to obtain: whether a book loan, a photocopy, a microfilm loan, a microfilm copy, or a CD-ROM (digital data). Note that your requirements cannot always be met. For example, the actual book might be delivered even though you requested a copy, or a microfilm might be delivered when the actual book was requested. In that case, you will still be responsible for the charges.
- Due to the various reasons such as the cost restriction and the circumstance of the library which holds the material, you may receive the black and white copy even if you requested the color copy of it.

- Consider obtaining a microfilm duplicate if the book seems to be old or fragile to be lent. Please indicate a cost limit, as borrowing from overseas institutions may be very expensive.
- Photocopying one article (or a contiguous portion of texts) is counted as one request. Note that copying the table of contents, index, or other associated pages are often considered as separate requests. Basically, you cannot ask for all pages of a work to be copied.

## **5. Fees**

- Indicate either a cost limit or no limit. If you make plural requests and want to set a cost limit, please set a cost limit on every request. And, please note that even if you set a cost limit, the total cost may exceed the limit because of the various reasons such as exchange rate and the circumstance of the library which holds the material.
- As a benchmark, copying fees range between 3,000 and 5,000 yen, and loans (including return postage) range between 5,000 and 10,000 yen. Some materials will be more expensive.
- Copy requests require service charge and one-way postage. Loans require service charge and two-way postage. Other fees, such as bank transfer fees, may also apply.
- The lending institution may specify the time of payment: on delivery, in advance, or deferred (in some cases within six months).

## **6. Precautions when using borrowed materials**

- Copies and duplications are allowed on the condition that they will be used for personal, non-commercial purposes. Be sure your use of the copied materials does not violate the copyright. Some lending institutions, such as the British Library, require a declaration.
- Borrowed materials can be browsed in the Central Library for about two weeks after their arrival. We cannot allow borrowed materials to be taken off library. In some cases, copying is not permitted. Please contact us as early as possible if you cannot visit the library during two-week period or if you would like to extend the period.
- Please use them with care not to stain or damage them. Never write in them or use tape or adhesive labels.

October 2013, Waseda University Library

(利支→05→05)