

# 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 Research --- by quoting the article information.

You can apply for photocopies of articles found on CiNii Research. "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.

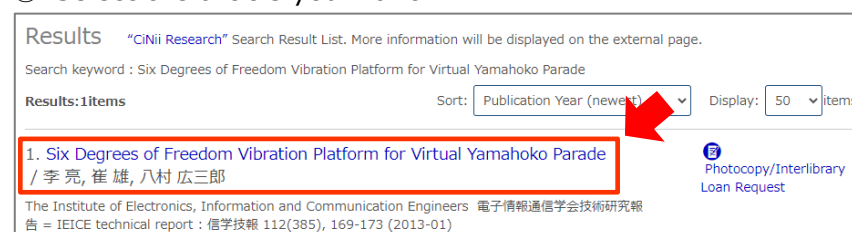
You can apply for photocopies and loans of materials that are not found on CiNii Research and CiNii Books.

### 1. CiNii Research --- Apply by quoting the article information.

#### ① Switch the tab to CiNii Research, 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.



IR: Institutional Repository

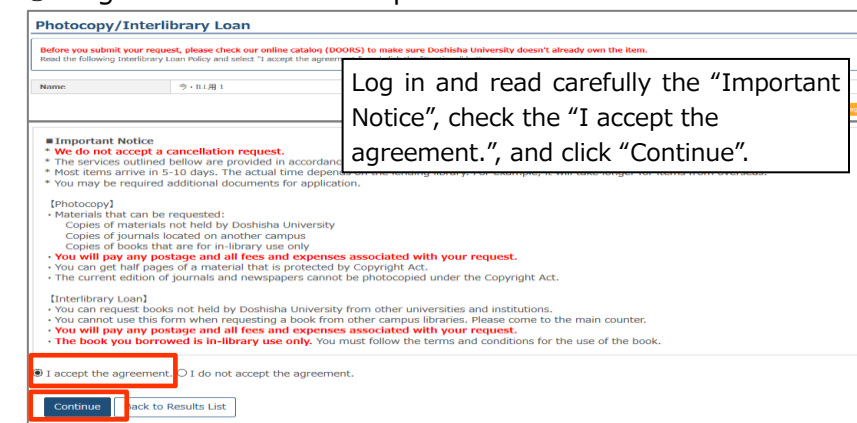
\*Some articles are posted on the Internet. Please use a search engine to find them.

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

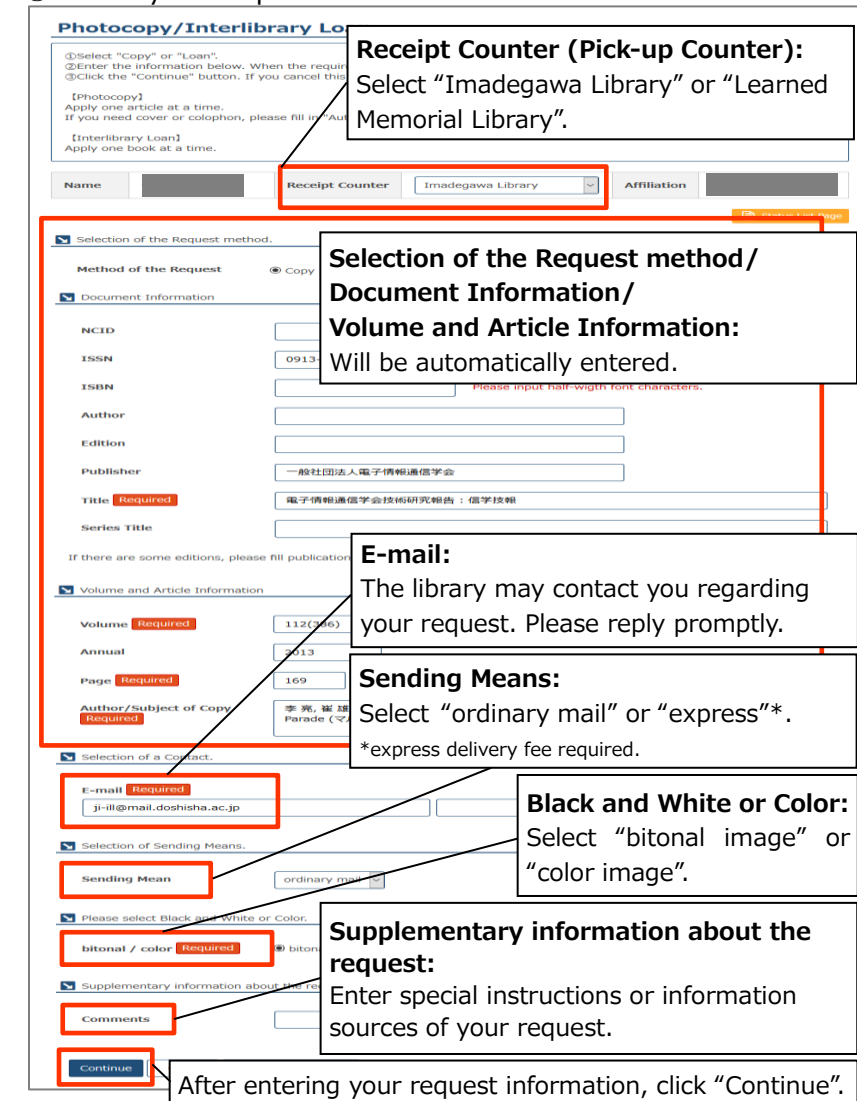
#### ④ Click "Photocopy/Interlibrary Loan Request".



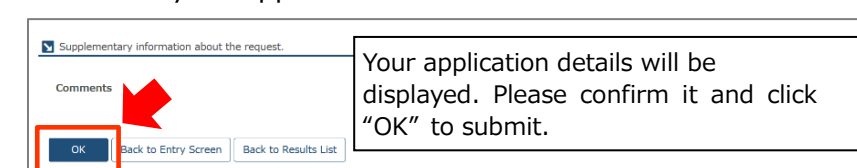
#### ⑤ Log in and read the "Important Notice".



#### ⑥ Enter your request information.

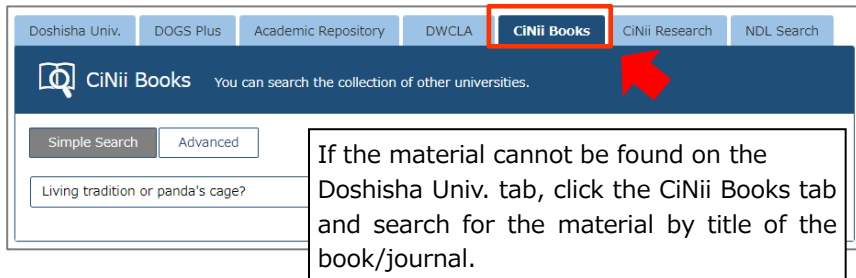


#### ⑦ Submit your application.



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

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

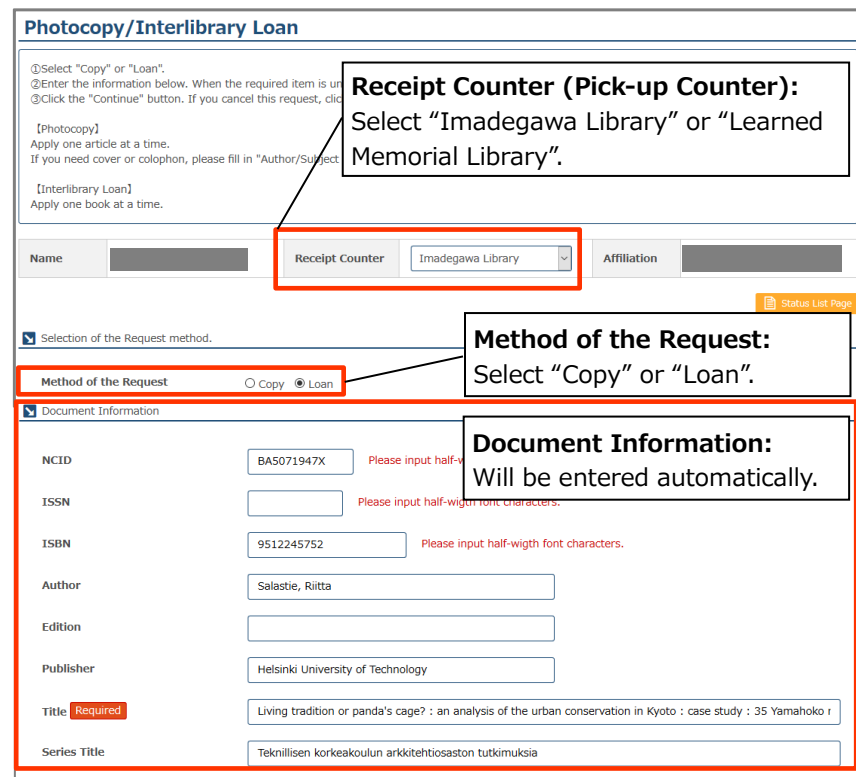
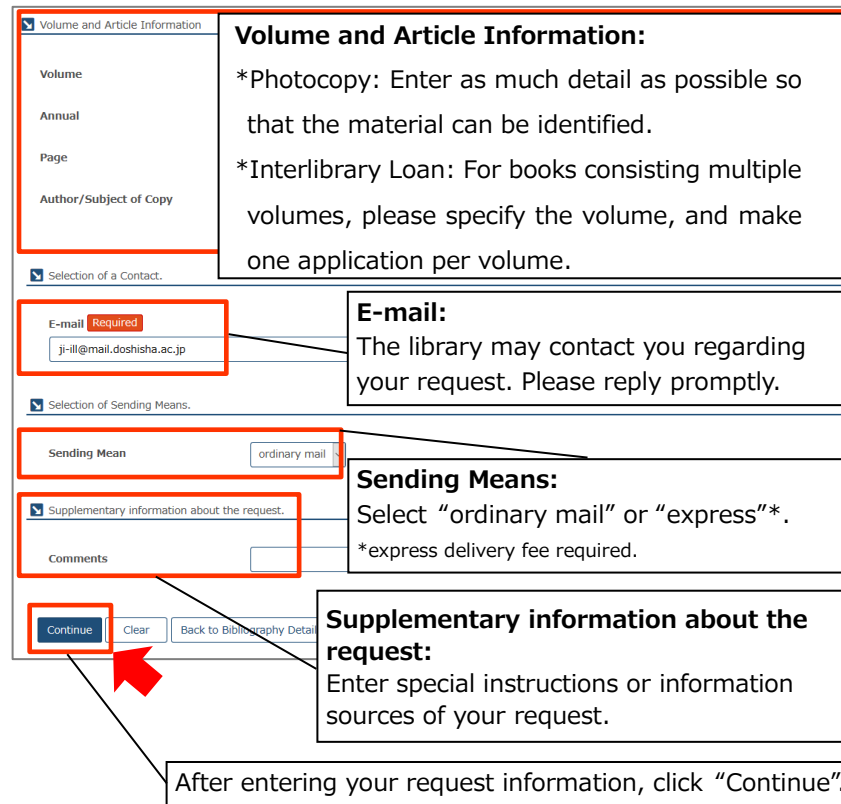


② Select the material you want, and click "Photocopy/Interlibrary Loan Request".



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

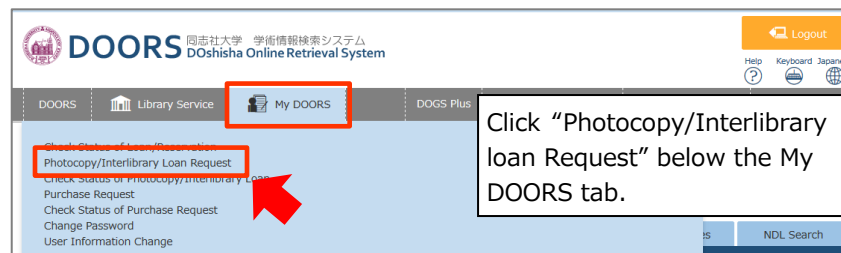
④ Enter your request information.

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

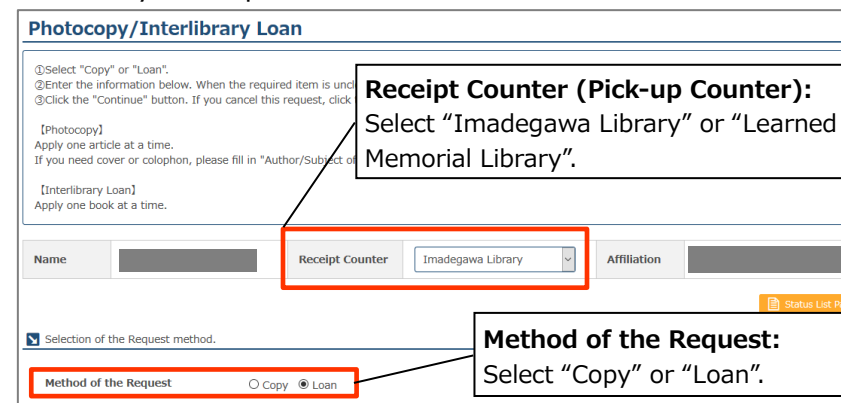
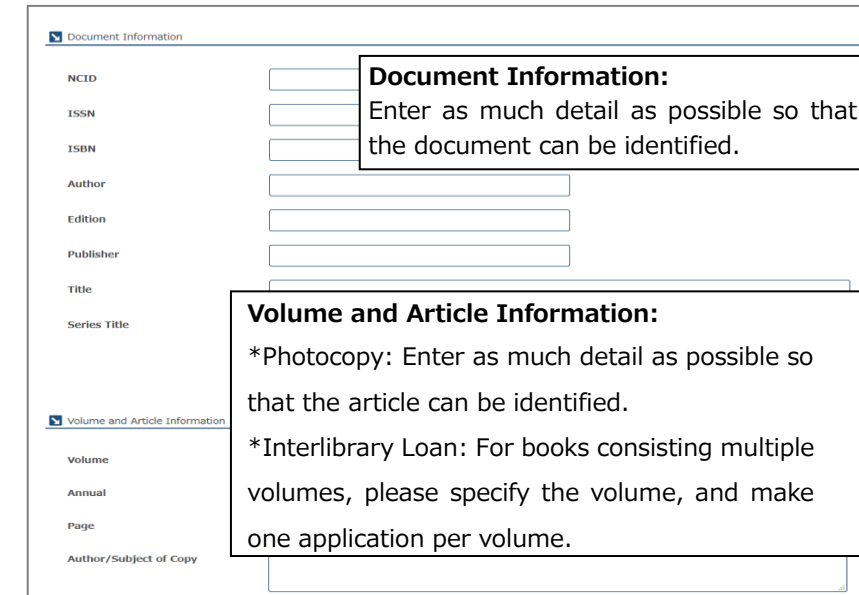
## 3. My DOORS --- Apply without quoting any information.

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



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

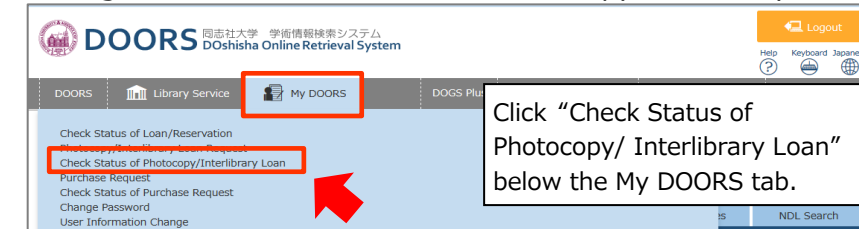
② Enter your request information.

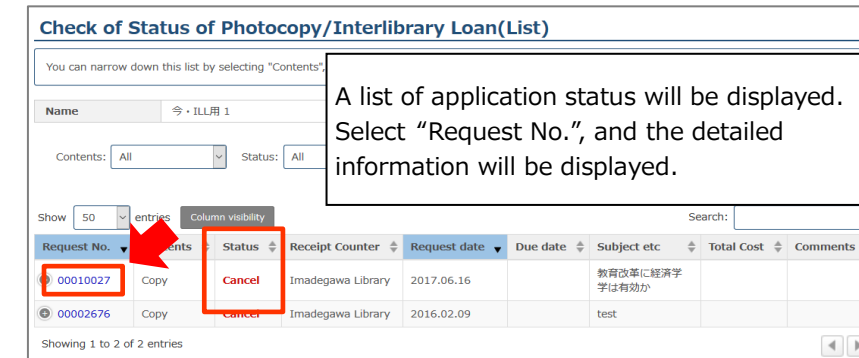
For subsequent entries, see the procedure "1. CiNii Research -⑥⑦".

## Check Status of Photocopy/Interlibrary Loan

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



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



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 字は有効か		
00002676	Copy	Cancel	Imadegawa Library	2016.02.09		test		

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

