

【How to request items not owned by Rikkyo University Library: Interlibrary Loan (ILL) services and Referral Service】

When a book or a journal article needed by a registered user is not owned by Rikkyo University Library, he/she may request to borrow or order a copy of the item from another library. Visiting other libraries is another option. Please refer the services shown below.

WHAT IS THE ITEM NOT OWNED BY RIKKYO UNIVERSITY LIBRARY?

When users receive the search result saying “Not found on campus” on [Online Catalog](#) or “Sorry, this item is not available online.” on [READ](#), it is highly likely that the item is not in the collection of Rikkyo University Library.

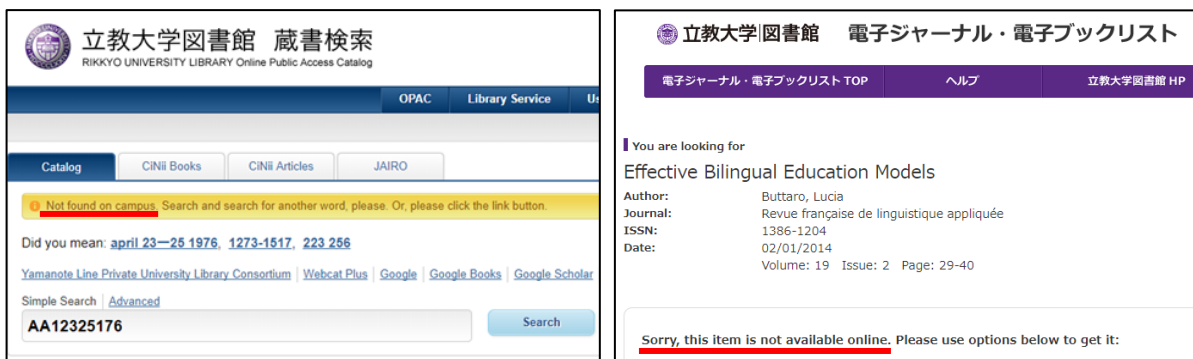


Fig 1, 2 Screen samples of the item not owned by Rikkyo University Library

1 : APPLYING FOR THE YAMANOTE LINE PRIVATE UNIVERSITY LIBRARY CONSORTIUM

- Eligible Users : Rikkyo undergraduate students, graduate students, fulltime faculty and staff, and part-time lecturers
- Partner Universities : Aoyama Gakuin University, Kokugakuin University, Gakushuin University, Toyo University, Hosei University, Meiji University, Meiji Gakuin University, Rikkyo University
- Link : [Yamanote Line Private University Library Consortium](#)

Users are able to browse, make copies, and borrow items of the partner university libraries by presenting Rikkyo ID card. Some partner universities may issue a library card for borrowing items. Note that, during exam period, most partner university libraries may limit the use of their members only.

2 : ORDERING COPIES OF DOCUMENTS (FEE REQUIRED)

- Eligible Users : Rikkyo undergraduate students, graduate students, Second Stage College students, fulltime faculty and staff, and part-time lecturers
- Links : [Ordering copies of documents](#), [Guide to apply this service online \(in Japanese\)](#)

Users may make a request to Rikkyo University Library to obtain a copy of a portion of book or journal articles from domestic and overseas libraries. The applicant is responsible for copy and shipping fees.

- Application : Fill out the [Photocopy Request Form](#) and submit it to the Reference Desk on B1F Ikebukuro Library or the Main Counter on 1F Niiza Library
- Examples of unacceptable requests: The latest issue of a magazine in which 3 months have not yet passed since its publication, and the next issue has not yet been published, more than half of total pages of a particular book, and a dissertation without permission from the author.

3 : ORDERING MATERIALS FROM OFF CAMPUS (FEE REQUIRED)

- Eligible Users : Rikkyo undergraduate students, graduate students, Second Stage College students, fulltime faculty and staff, and part-time lecturers
- Links : [Ordering materials from off campus](#), [Guide to apply this service online \(in Japanese\)](#)

Users may make a request to Rikkyo University Library to borrow items from domestic and overseas libraries. Note that the items are limited to in-library use only and are not carried out from the library. The applicant is responsible for all related fees including roundtrip shipping fees.

- Application : Fill out the [Book Loan Request Form](#) and submit it to the Reference Desk on B1F Ikebukuro Library or the Main Counter on 1F Niiza Library.

4 : ISSUING A REFERRAL LETTER FOR VISITING ANOTHER LIBRARY

- Eligible Users : Rikkyo undergraduate students, graduate students, fulltime faculty and staff, and part-time lecturers
- Link : [Issuing a referral letter](#)

Users may visit other university libraries to use the items by bringing a referral letter issued by Rikkyo University Library. It is not possible to issue the letter on the same day when the application is submitted since the library must contact holding library in advance to obtain authorization. Note that some institutes may not allow visitors to make copies of their items.

- Application : Fill out the [form for a referral letter](#) and submit it to the Reference Desk on B1F Ikebukuro Library or the Main Counter on 1F Niiza Library.