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Guide **1-2**

In case no Hokkaido University Library holds the document  
you need

## Interlibrary Loan Service

No Hokkaido University Library holds the document you need, Even there is no access to E-journal! →You can request it from other university libraries, public libraries, reading rooms of research organizations (charge: pay)

### ▶ You can request following documents

| Request Type                  | Photocopy Service                                                                                                                                                                                                                                                     | Book Loan Service                                                                                |
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| Document type you can request |  <p>-A part of a work (In general, less than 50% of a book).<br/>-For each article in a journal or newspaper (except the latest issue), you can get a copy of the whole article.</p> |  <p>Book</p> |
| Charges                       | 30 to 60 YEN per Sheet + Postage                                                                                                                                                                                                                                      | Round-trip shipping costs around 1,000 to 2,000 YEN                                              |
| Usable expenses               | University's expense or Private expense                                                                                                                                                                                                                               | University's expense or Private expense                                                          |
| Turnaround Time               | Around 1 week                                                                                                                                                                                                                                                         | Around 1 week<br>Loan period is around 1 to 2 Weeks.                                             |

- ※ You can borrow books between Sapporo ⇔ Hakodate campuses (charge free).
- ※ If the document is not available from Japanese library, we can request from abroad libraries. Charge may become expensive it may take long time. Please contact near library.

### ▶ How to apply

You can request on the web from "Library Web Services". You can apply at near library

- ※ Soon after you make library card there is possibility you can't apply from library Web Service. Please register at near library.

**You can get more information at our website**

**<https://www.lib.hokudai.ac.jp/en/services/ill/>**