

The second book delivery service

We are offering the second “book delivery service”. Even if you have already used the service between May 18 and July 28, you can also apply for the second one.

We are sending you books and photocopies from library by postal mail.

When we receive too many applications at the same time or go over the budget, the service might be suspended without notice.

The people who can apply for the service

Students (undergraduate and graduate student, nondegree students, exchange students and research student)

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About the delivery service

Maximum limits

Five books

*No matter how many books you are borrowing from the library now, you can also apply for the service (up to 5 books)

*If you already applied for the service between May 18 and July 28, you can also apply for the service (up to 5 books)

*The books are assigned on a first-come, first-served basis. Even if a book was available when you find it online, that might already be on loan.

These books are NOT available

Magazine, bulletins, reference books, present text books and manuals, oversize books and supplied CD-ROM are not available. Also books in a bad condition might be not available as well.

Application period

July 30th (Thu)-September 25th (Fri)

*The period is subject to change in accordance with University's rule

How many times you can apply

Only one time during the application period

Return all books you received by October 9th(Fri)

*Please bring them back directly to the library

How to apply

Please write the things blow in an e-mail and send it to the library.

■ Your student number

■ Your name

■ Your address, postal cord

■ Your phone number and e-mail address

*After we receive your email, we send you shipment announcement by email. Some times we are asking you about your request by email as well.

*We only use your personal information for the book delivery service.

■ The title, the place, the number and ID of the book

*You can also apply with this form. Please fill out the form and send it to the library by email

<http://www.nara-edu.ac.jp/LIB/drupal/service/toshoyuso.docx>

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About Photocopies delivery service

Maximum limits

Five items

We can send you a part of photocopies of magazine which is necessary for you, within the “Copyright Act” law.

Application period

July 30th (Thu)-September 25th (Fri)

*The period is subject to change in accordance with University’s rule

How many times you can apply

Only one time during the application period.

How to apply

Please write the things blow in an e-mail and send it to the library.

■ Your student number

■ Your name

■Your address, post cord

■Your phone number and e-mail address

*After we receive your email, we send you shipment announcement by email. Sometimes we are asking you about your request by email as well.

*We only use your personal information for the book delivery service.

■The title and number of the magazine, the title of the article, volume number, year of publication, page number of the article.

*When you are not sure about the page number of the article etc., please let us know that, we can check it for you.

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About application

■Shipping cost and photocopying cost are borne by the library

■You can NOT cancel your application after you applied

■Please bring the books back directly to the library (If you send them to the library by postal mail, the shipping cost is borne by yourself)

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Contact information

Library of Nara University of Education

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