

MyOPAC Delivery Request Service

You can request delivery of books or a photocopy of materials through MyOPAC:

1. Book Delivery from UTokyo Libraries [Free of charge]
2. Photocopy/PDF Delivery from UTokyo Libraries [Fee-based]
3. Photocopy or Book Delivery from Libraries outside the UTokyo [Fee-based]

User's guide for MyOPAC Delivery Request Service

https://opac.dl.itc.u-tokyo.ac.jp/webreq/ill/e-ill_help.html



Use of Fee-based Services (Service 2, 3)

- Please apply at the library counter in advance.
- Professor, Associate Professor, Research Associate, and Full-time Lecturer at the Faculty of Economics can pay by public fund.
- The library will notify you by email about fees, payment methods, and receipt of the materials after they arrive. Once you receive the arrival notification, please make payment promptly and collect your package.

2. Photocopy/PDF Delivery from UTokyo Libraries

Application First, log in to MyOPAC and search for materials using UTokyo OPAC. Then, click the "Copy" or "PDF" button displayed on the material's OPAC search results page. Please note that materials in the Library of Economics are not acceptable.

Photocopy Delivery

- Fee: Black & White 20 yen per sheet
Color 60 yen per sheet
- Delivery time: 3-5 days

PDF Delivery

- Fee: Black & White/Color: 20 yen per sheet
- Delivery time: 1-2 days
- You can view/print a PDF file of a material digitized by the holding library from a PC connected to the university network. Validity is 2 weeks. It is not permitted to save PDF files.

3. Photocopy or Book Delivery from Libraries outside the UTokyo

Application First, log in to MyOPAC and search for materials using search tools such as CiNii Books. Then, click the "Copy/Borrow from other univ." link displayed on the material's search results page. You can also apply from the MyOPAC Service menu "Photocopy/Interlibrary Loan".

Photocopy Delivery

- Fee: about 30-50 yen per sheet
plus, postage, handling fees
- Delivery time: 3-5 days

Book Delivery

- Fee: round-trip postage (about 500-1,500 yen) plus, handling fees
- Delivery time: 3-5 days
- Loan period: 10-28 days
- The holding library may restrict use of the material, such as in-library use only or no photocopying.

* Permitted range of photocopy/PDF delivery is part of a work, except an individual work in a back issue of a periodical, according to the Copyright Act of Japan.