

Inter-Library Loan (ILL)/Document Delivery (DD) From Japanese Libraries

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- 1. Make sure that no libraries in North America hold the book/journal issue you need.**
 - ✓ Search OCLC *Worldcat* database.
 - ✓ For journal articles DD request, check individual holding library's online catalog for current holdings.
 - ✓ For journal articles DD request, if no record is found on *Worldcat*, search *RLG Union Catalog*.
 - ✓ When the bibliographic record of the book/journal you want is found in *Worldcat* or *RLG Union Catalog*, click "UC-eLink" button for ILL/DD "Request" form.

- 2. When no North American libraries hold the book/journal issue you need, search *WebcatPlus* (<http://webcatplus-equal.nii.ac.jp/libportal/en/equalTop.html>).**
 - ✓ For searching in romanization, use *Kunreishiki* Romanization system or Modified Hepburn with additional "u" and "o" for long vowels.
e.g., Natsume Souseki (not Natsume Soseki), Oosaka-fu (not Osaka-fu)
 - ✓ If the bibliographic record has ISBN/ISSN information, make sure to indicate that information in a locally designated ILL/DD request form (UC System users will be referred to "UC-eLink" from each campus library's ILL/DD request forms).
 - ✓ Indicate "*WebcatPlus*" as source of information, and copy URL of the bibliographic record in "notes" area in the ILL/DD request form.
 - ✓ If Waseda University (Soudai or 早大) holds the item you need, indicate that information in "notes" area in the ILL/DD request form for faster service.

- 3. When no record is found in *WebcatPlus*, search the National Diet Library's OPAC database (http://opac.ndl.go.jp/index_e.html).**
 - ✓ For searching in romanization, use *Kunreishiki* Romanization system or Modified Hepburn with additional "u" and "o" for long vowels.
 - ✓ Indicate "*NDL OPAC*" as source of information, and copy URL of the bibliographic record in "notes" area in the ILL/DD request form.
 - ✓ Indicate also in "notes" area in the ILL/DD request form that the item was not found in *WebcatPlus*.