

Due to the temporary closure of the library, books can be borrowed by courier services under the following conditions. Please check if you are eligible and apply if necessary. (updated April 16)

Eligibility: graduate students (Master's Course and Doctoral Course) and undergraduate students scheduled to graduate in June 2020 who need to use public transportation to visit the library (Dormitory residents and students living close to the campus who meet the above requirements, please check [here](#))

Lending rules: only one application per person, and a maximum of 5 books can be borrowed. For those graduating in June, books need to be returned by the thesis submission deadline. For others (graduate students), the loan period is 3 months from the date of loan.

How to apply: Download the following application form (Word), fill in the necessary information, and send it to dsc@icu.ac.jp by e-mail (Please be sure to send the e-mail from an @icu.ac.jp account).

- [Application Form \(Word\)](#)
- [Form Sample \(PDF\)](#)

Notes (Please check before applying!):

- Please confirm in advance with the [OPAC](#) that the book is available for checkout at the ICU Library. If available as an e-book, we recommend you to utilize this version since there is access from home (click [here](#) to learn how to use an e-book).
- Books in which "Location" on the OPAC is indicated as "ASRS" can also be checked out.
- We are unable to lend books that are listed as "on loan" on the OPAC. Also, we do not accept reservation holds for these books.
- As a general rule, magazines and large books cannot be checked out.
- The book(s) will be sent by Yamato Transport's courier service. Please fill out the application form with your delivery time preference.
- The cost of returning the book(s) is also covered by the university. Please use the enclosed cash on delivery slip when returning the items* (if it is difficult to return them by Yamato Transport courier, please contact library@icu.ac.jp in advance).

*Please note that only books that are borrowed through this home delivery service (up to 5 books) can be returned with this cash on delivery slip. To return books that are already on loan, please check [here](#).

•Please note that it may take some time for the book(s) to be shipped after you apply. Please understand that we will be processing the requests with a limited number of staff.

•The delivery service may be cancelled depending on future circumstances. Please check the library website periodically for updates.