

**Sample**

## Application form for use of the library

(Please fill in the items surrounded by thick borders only)

Affiliation: (name of your University / College, Company Organization General etc.)	To : Kyoto University Education Library Yoshida-Honmachi, Sakyo-ku, Kyoto city, Kyoto 606-8501
Name : your name	Staff
TEL : your phone number	TEL
FAX : your FAX number	FAX
Date of request : YYYY / MM / DD	Date of reply :
<b>Requested materials</b>	京都大学大学院教育学研究科紀要 (Kyoto University research studies in education)
Title	
Author	
Volume/Number	Vol.62
Publisher	Kyoto University
Date of publication	2016
Call number	紀要
Material ID	500007765311
ISBN/ISSN	ISSN:13452142
NCID	AA113322112
Others	
Reference	<input type="checkbox"/> KULINE(OPAC) <input type="checkbox"/> CiNii Books <input type="checkbox"/> Others( )
Period of use	YYYY / MM / DD ~ (YYYY / MM / DD)

For staff purposes only

Please write down the reference/database you used to locate the materials

### Reply

1. Holdings :  Available  Not available  Incomplete inquire
2. Access :  Permitted  Not permitted  Others( )  
 we will put it on hold for you.
3. Copying :  Permitted  Not permitted  Others( )

4. Important matters  
\* Please bring  
 student ID card ( )  
\* Service hours  
\* Reception hours  
\* Notice : Copies can be made using our library copy machine and a Co-op copy card. Copy cards are sold at the Co-op shop. Alternatively, copy machines using coins are available at the Co-op shop.

The staff's reply to your request

5. Others :