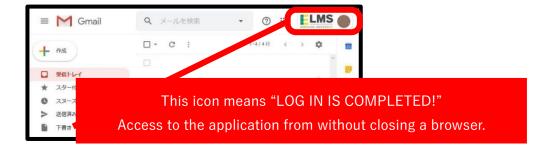
- <About Photocopy mailing service>
- 1. Which materials can request for?
- \* You can only request for periodicals, restricted materials, and large books, from the Central and North Libraries.
- \* Within the copyright.
- 2. How to use the service?
- (1) After logging in to ELMS, click "G-SUITE", access to mail page.

  (Faculty members can log in to ELMS by SSO ID)

  You would be automatically logged in to G-SUITE (Google account)

  https://www.global.hokudai.ac.jp/students/elms/





When you are logged in to G-SUITE, application forms are available. If you have any problem to log in to ELMS, please contact ELMS Center.

(2) Please apply from the application form while logged in to G-SUITE.

## 3. Notes on application

• Only materials from the Central and North Libraries are available for this service. Please confirm with HU Online Catalog.

https://opac.lib.hokudai.ac.jp/opac/opac\_search/?lang=1



• Up to 8 materials can be applied at one time. You can request 16 materials (up to 8 central library materials, up to 8 north library materials) per one month.

## 4. About fee

· No charge

## 5. Others

- · We could not send the copy by express mail.
- · We may close the application form when the applications reached a monthly upper limit.