



May, 2021

# Request for Research Material Purchasing

Students enrolled in the Ph. D. program are entitled to request to purchase materials, which are indispensable to your own research or are deemed beneficial for GSISS as a whole, through the LISSS under the conditions as required by the committee for LISSS.

## ■ Request Procedures

If there is a particular material (please see below) that you would wish to add to the collection of LISSS or YNU Central Library, please read the below conditions carefully, and submit the form with appropriate bibliographic information to the below address. However, please be noted that not all requests will be granted depending on the decision by the committee for LISSS.

### Necessary Conditions for Purchase

1. Maximum Amount: Up to 20,000 yen\* or equivalent\*\* per student (fixed by the committee)  
\*The Material which cost more than 20,000 yen may not be purchased.  
\*\*Prices in foreign currencies will be converted into equivalent amount in yen.
2. Eligible Materials: Any materials owned by the following libraries are not eligible:  
LISSS; YNU Central Library; Social Science Library; Law Library; Center for Economic and Social Studies in Asia; and, Research Library of Business Administration.
3. Applicable Materials: Following forms of materials are accepted:  
Books, Reference Books; Back Issues of Journals; CD-ROMs; DVD-ROMs; AV Materials; Microfiches, Microfilms, Online Database (database requires consideration by the Committee before deciding whether to purchase it).

### Other Information

- You can also request to purchase CNKI card (please see another paper for more information)
- Materials purchased will be located in following places and in accordance with respective library guidelines, unless otherwise informed.  
Books, Microforms → Central Library,  
Reference Books, CD-ROMs, DVD-ROMs, AV Materials → LISSS,  
Back Issues of Journals → Social Science Library

## ■ Application Deadline:

Friday, October 15 (Friday), 2021

## ■ Application Form:

Purchase request form is available from the LISSS website.

<https://www.gsisss.ynu.ac.jp/english/about/center/reference/index.html>

## ■ Please submit the Application form to:

lib-gsisss@ml.ynu.ac.jp

\*Please indicate "Book Purchase Request" in subject.

## ■ Contact:

Oda (Ms.), Library of International Social Science Studies

Tel: 045-339-3783, E-mail: lib-gsisss@ml.ynu.ac.jp