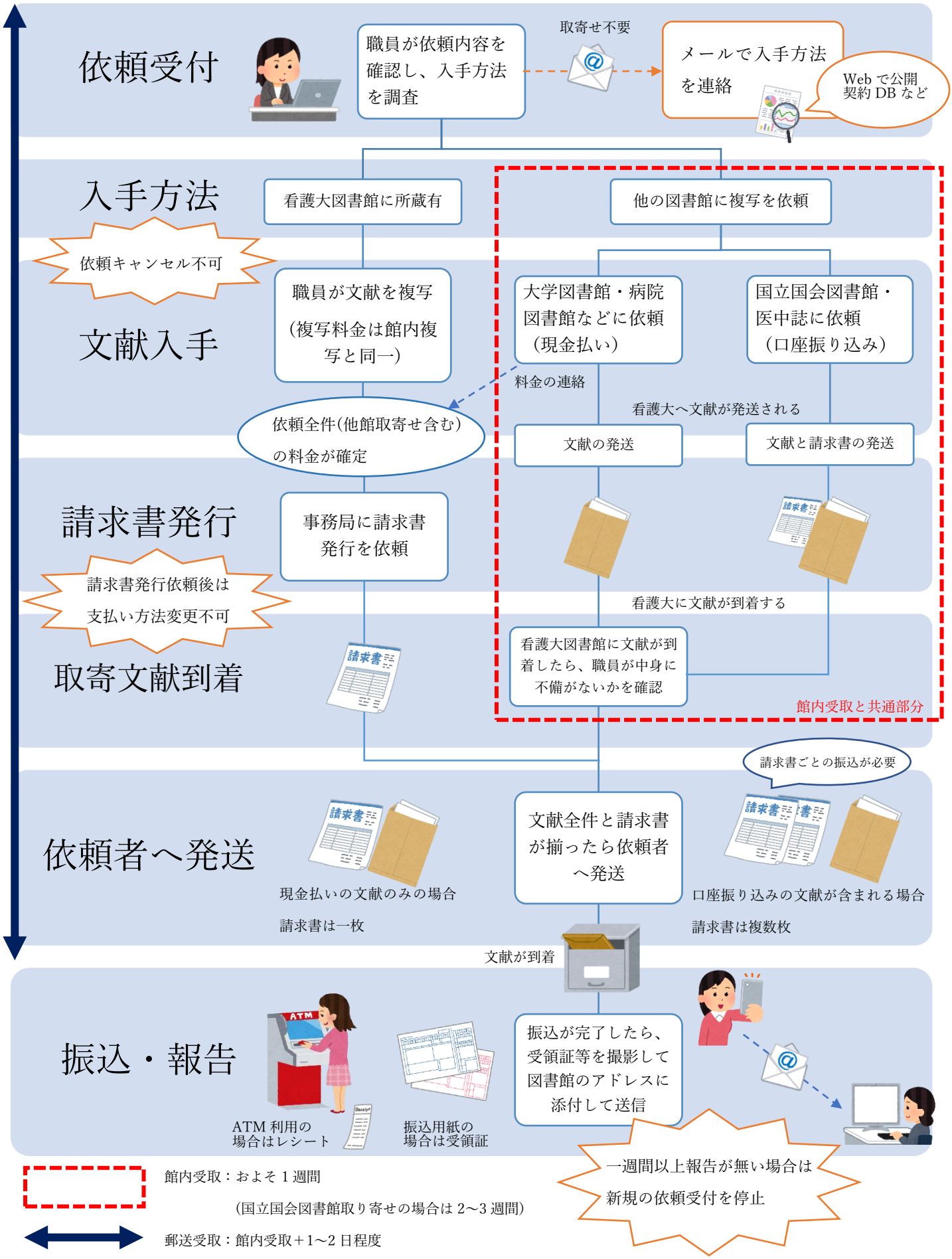文献依頼　郵送受取のフローチャート