



Make your life easier!
A Guide to the Library Web Service

MyLibrary

1. What is MyLibrary ?

- Online Service Provided by Tohoku University Library
- Available to All Members of Tohoku University
 - * Part-time lecturers, research students, etc. need to apply for registration

With a few clicks you can:

Check/
extend the
status of
borrowed
materials

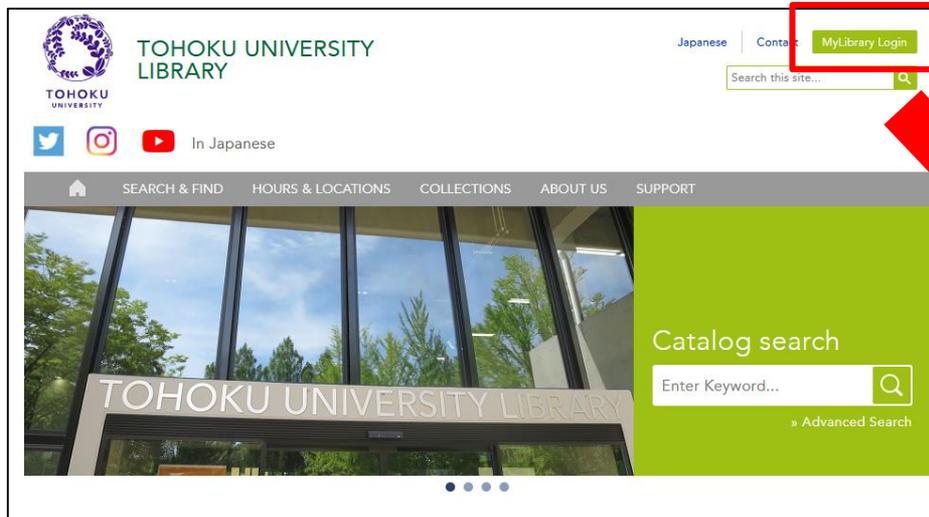
Suggest books to
purchase
(for students)

Schedule a
reservation of the
library facilities

Reserve on-campus
materials
(borrowed
materials/materials
in other libraries)

Copy from off-
campus and
book loan
application (ILL
service)

2. Login



Be sure to logout after using!!

	Those who have a Student ID with a magnetic stripe	Those who have a Library Card (Research students, researchers, part-time lecturers, etc.)
Logging ID (User ID)	Tohokudai ID	Tohokudai ID (You need to apply for My Library at the reference desk, etc.)
Password	Password for Tohokudai ID	Password for Tohokudai ID

3. Lending Status / Renewal

Show entries [Column visibility](#)

	No. ▲	Barcode No. ◆	Lending Date ◆	Continuance Frequency ◆	Due Date ◆	Number
<input checked="" type="checkbox"/>	1				22.02.15	0
Location LIB-Global-Forn						
Call No. KF31/0454						
Extension <input type="button" value="Extension"/>						
<input type="checkbox"/>	2	00150214365	2022.01.25	0 times	2022.02.15	0

Showing 1 to 2 of 2 entries

Check the book you want to renew and click "Extensions".



There is a limit for the renewals. Also, if the books you borrowed are overdue or have a reservation, you cannot extend it.

4. Reservation / Inter-campus Transportation Service

Reservation of materials on lending:

① Search for the book you want to reserve and click  .

<Books>

Hokusai : the great picture book of everything / Timothy Clark

Publisher London : British Museum Press

Year 2021

ID TT22182400

NCID BC11037769 

 Hide book details.

Location	Media type	Volume	Call No.	Barcode No.	Status	Comments	ISBN	Reserve	Req Memo
LIB-BF-Stacks			KC172/40	00210107524	On Lending		9780714124896		

② Select the receipt counter, enter the contact method, and confirm.



will not be displayed unless the search results are displayed in detail.



In addition, materials for which  is not displayed are not eligible for reservation.

5. Facility Reservation (Main Library)

You can make reservations for the “**Group Study Room**” and “**Private Research Room** (only for graduate students and teachers)” in the main building.



Group Study Room



Private Research Room



Group study rooms can only be used by one person and limited to 3 hours to use at a time for now.



For information on using the facilities, please contact each library.

5. Facility Reservation (Main Library)

① Display the desired date of use and click the desired location and time.

2022 . 01 . 26 . (Wednesday) <Last Week <Previous Day Today Next Day> Next Week>> Date : Search Clear

※Please click on any time frame if new room reservation register

		08	09	10	11	12	13	14	15	16	17	18	19	20	21	Memo
[Main Lib] Flexible Work Area(1F) (query only)	~20															EQ: Whiteboards, Projector, Wireless LAN Query only: Application required for long time use of the entire/half area
[Main Lib] Group Study Room1	~1				10:30~12:00	12:45~14:45			15:00~16:45							EQ: Whiteboards, Wireless LAN
[Main Lib] Group Study Room2	~1				11:15~14:15											
[Main Lib] Group Study Room3	~1				10:30~12:15			13:00~16:45				17:30~19:30				EQ: Whiteboards, Wireless LAN * Up to 3 hours per person. * Cannot be used for group study.
[Main Lib] Group Study Room4	~1		09:00~12:00								17:00~18:45					EQ: Whiteboards, Wireless LAN * Up to 3 hours per person. * Cannot be used for group study.

Please choose from the white areas.
Green is already reserved.

Room Name	[Main Lib] Group Study Room4
date	2022.01.26
time Required	13:00 ~ 14:00
purpose Required	<input type="text"/>
E-mail address Required	<input type="text"/> <input type="text"/>
number of persons	<input type="text"/>
memo	<input type="text"/>

Continue Clear Back to Room Reservation Status Back to Search

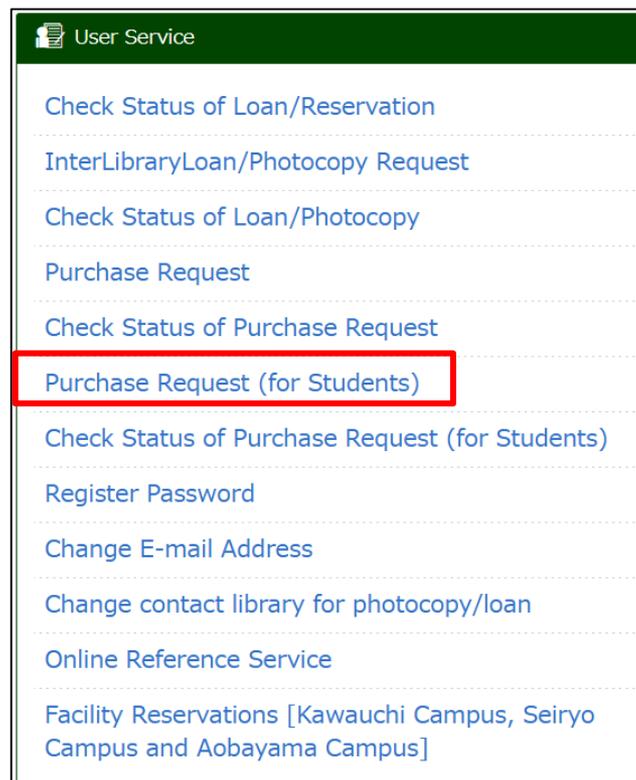
② Enter the required information and click Continue.

6. Book Purchase Request

Method① Enter directly into the input form from the **“Purchase Request (for Students)”** menu.

Method② Search for the desired book by CiNii Books search.

Method①



The screenshot shows a vertical menu titled "User Service" with a list of options. The option "Purchase Request (for Students)" is highlighted with a red rectangular box. Other options include "Check Status of Loan/Reservation", "InterLibraryLoan/Photocopy Request", "Check Status of Loan/Photocopy", "Purchase Request", "Check Status of Purchase Request", "Check Status of Purchase Request (for Students)", "Register Password", "Change E-mail Address", "Change contact library for photocopy/loan", "Online Reference Service", and "Facility Reservations [Kawauchi Campus, Seiryō Campus and Aobayama Campus]".

Method②



The screenshot shows a book search result page. On the left, there are two green buttons: "Request the literature" and "Request the purchase". Under "Request the literature" is a link for "InterLibraryLoan/Photocopy Request". Under "Request the purchase" is a link for "Purchase Request (for Students)", which is highlighted with a red rectangular box. On the right, the book details are displayed for "「させていただく」の使い方：日本語と敬語の「サセテ イタダク」ノツカイカタ：ニホンゴトケイゴノコ (角川新書, [K-381])". The details include Material Type (Books), Publisher (KADOKAWA), Year (2022), Other titles, Subjects (日本語 -- 敬語), Language (Japanese), Vol (ISBN:9784040824147), and NCID (BC12038687). At the bottom, there is a button to "Hide Institutions.(Available at 3 library)".

6. Book Purchase Request

Please input contents of a request.

Book selection database  National Diet Library
国立国会図書館サーチ
You can divert the title, author and so on of result.

ISBN Reference Please input half-width font characters.

Vol

Title Required

Series Title

Edition

Author/Editor

Publisher Required

Pub. Year Please input half-width font characters.

Price Yen Please input half-width font characters.

Catalog No. Please input half-width font characters.

Please input Comments.

Comments Required

If you took the method ②,
it's easier because the
bibliographic information
is already set!



The purchase may take a month or more.
Each library decides whether or not the
purchase can be released.

7. ILL (Photocopy/Interlibrary Loan)

What is "ILL"...?

Inter-**L**ibrary **L**oan service

(Ordering photocopies and books from other university libraries)



Some materials might not be available for borrowing due to deterioration, laboratory collection, unknown location, etc.

Journals and classical materials cannot be loaned.



Due to copyright, it may not be possible to copy all pages of the material.



If you do not check "I accept the agreement" at the bottom of the input screen, you will not be able to proceed.

I accept the agreement. I do not accept the agreement.

7. ILL (Photocopy/Interlibrary Loan)

How to order photocopies

Method ① Enter directly into the input form from the “**Photocopy/Interlibrary Loan**” menu.

The image shows a screenshot of a library's online service interface. On the left is a 'User Service' menu with several options. The option 'InterLibraryLoan/Photocopy Request' is highlighted with a red rectangular box. On the right is the main form for requesting photocopies or interlibrary loans. The form contains several input fields for bibliographic information: NCID, ISSN, ISBN, Author, Edition, Publisher, Title (marked as Required), and Series Title. Below these is a section for 'Article Information' with a note: 'Article Information(If you do not have required information, please enter "?" or "unknown."'. This section includes fields for Volume (Required), Annual (Required), Page (Required), and Author/Subject of Copy (Required). A red arrow points from a red text box on the right towards the Page field, with the text 'Enter "?" For unknown items'.

User Service

- Check Status of Loan/Reservation
- InterLibraryLoan/Photocopy Request**
- Check Status of Loan/Photocopy
- Purchase Request
- Check Status of Purchase Request
- Purchase Request (for Students)
- Check Status of Purchase Request (for Students)
- Register Password
- Change E-mail Address
- Change contact library for photocopy/loan
- Online Reference Service
- Facility Reservations [Kawauchi Campus, Seiryō Campus and Aobayama Campus]

NCID

ISSN

ISBN

Author

Edition

Publisher

Title **Required**

Series Title

Article Information(If you do not have required information, please enter "?" or "unknown."")

Volume **Required**

Annual **Required**

Page **Required** ~

Author/Subject of Copy **Required**

Enter "?" For unknown items

7. ILL (Photocopy/Interlibrary Loan)

Method ② Search for the desired journal by CiNii Books search.



The image shows a library catalog entry for a journal. The entry includes a book icon, the title '世界文学 / 世界文学研究会 [編]', and the subtitle 'セカイブンガク'. Below the title is a table with the following information:

Material Type	Journals
Publisher	世界文学研究会
Year	1954
Language	J
ISSN	0
NCID	A

Below the table is a request form with a green header 'Request the literature'. Underneath, there is a red-bordered box containing the text 'InterLibraryLoan/Photocopy Request'. To the right of the table is a form with the following fields:

NCID	AN00130750
ISSN	03852903
ISBN	
Author	世界文学研究会
Edition	
Publisher	世界文学研究会
Title Required	世界文学
Series Title	

A red callout box with white text and a red arrow pointing to the form contains the text: 'It's easy because the bibliographic information is already set!'.

Ordering Photocopies

	Other campus	Other University Libraries
Expenses	Copy fee (20 yen per sheet)	Copy fee (35~60 yen per sheet) +Postage
Days to take	1~3 days	4~10 days
How to apply	 or Reference Desk	
Note	It is not possible to copy all pages of books whose copyright has not expired nor copy deteriorated materials.	

Ordering Books

	Other campuses	Other university libraries
Expenses	free	Round-trip postage (Around 1500~2000yen)
Days to take	About 1 to 3 days	About 4 days to 1 week
Borrowing period	2weeks	About 2 to 4 weeks including the mailing period
How to apply		 Or the reference desk
Materials that cannot be ordered	Rare books, Journals, Reference books, Dissertations, etc., that are not generally lent.	

If you have any questions or problems, please contact the reference desk.

 Main Library 1F

 022-795-5941

(Weekdays 9:00am-4:30pm)

 ref@grp.tohoku.ac.jp

