



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

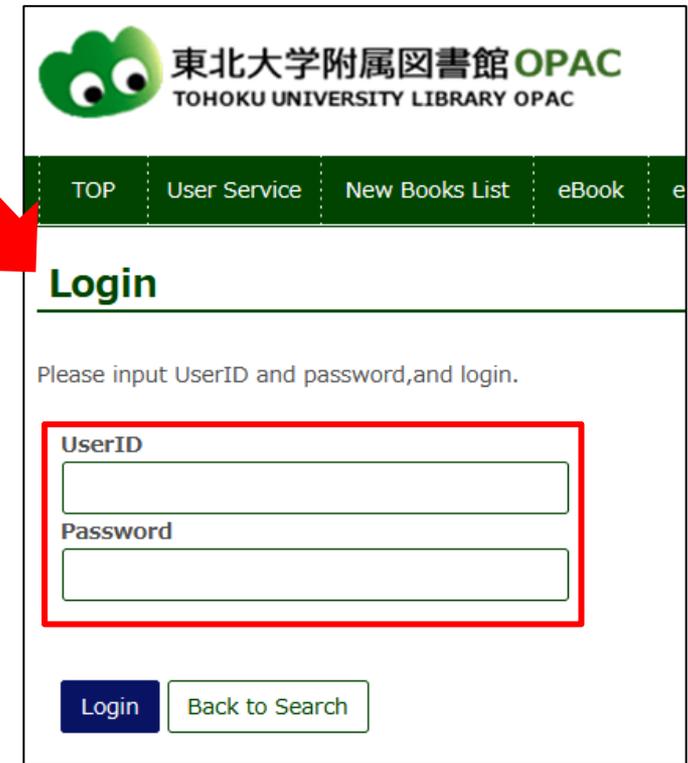
Reserve on-campus
materials
(borrowed
materials/materials
in other libraries)

Suggest books to
purchase
(for students)

Schedule a
reservation of the
library facilities

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

You receive an e-mail when request is accepted.(Only if you have an e-mail address.)

Show entries Column visibility

Search:

No.	Due Date	Title	Lending Date	Continuance Frequency	Number of Reservation	Delay Day	Lending Counter	Lend Type	Barcode No.	Location	Call No.	Extension
<input type="checkbox"/>	2025.03.25	知らないうちに間違えている日本語 / 島津暢之著	2025.03.04	0 times	0		Main Lib	本館学関	00150208749	LIB-2F-Global-forInternationalStudent	KF21/0476	Extension
<input checked="" type="checkbox"/>	2025.03.25	イラストでよくわかる敬語の使い方 / ミニマル, Blockbuster著	2025.03.04	0 times	0		Main Lib	本館学関	00160153190	LIB-2F-Global-forInternationalStudent	KF82/080	Extension
<input type="checkbox"/>	2025.03.25	四字熟語 / そにしけんじ原作	2025.03.04	0 times	0		Main Lib	本館学関	00220137421	LIB-2F-Global-forInternationalStudent	KF82/0318	Extension

Showing 1 to 3 of 3 entries

[Check All](#) [Extension All](#) [Back to Search](#)

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

You receive an e-mail when request is accepted.(Only if you have an e-mail address.)

Show entries Column visibility

Search:

No.	Due Date	Title	Lending Date	Continuance Frequency	Number of Reservation	Delay Day	Lending Counter	Lend Type
<input type="checkbox"/>	2025.03.25	知らないうちに間違えている日本語 / 島津暢之著	2025.03.04	0 times	0		Main Lib	本館学関
<input checked="" type="checkbox"/>	2025.03.25	イラストでよくわかる敬語の使い方 / ミニマル, Blockbuster著	2025.03.04	0 times	0		Main Lib	本館学関
<input type="checkbox"/>	2025.03.25	四字熟語 / そにしけんじ原作	2025.03.04	0 times	0		Main Lib	本館学関

Showing 1 to 3 of 3 entries

[Check All](#) [Extension All](#) [Back to Search](#)

Barcode No. 00160153190
Location LIB-2F-Global-forInternationalStudent
Call No. KF82/080
Extension [Extension](#)



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	V-Shelf	Reserve	Req Memo
LIB-B1-Stacks-NDLC-Foreign			KC172/40	00210107524			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”**, **“Private Research Room (only for graduate students and Faculties)”**, **“Private Workspace ”** and **“Study Boxes”** in the main building.



Group Study Room



Private Research Room



Private Workspace



Study Boxes



Group study rooms 1 - 4 can be used by 1 to 8 people.



Study boxes are available for 2 to 6 people.



Speaking is required to use the private workspace.



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.

2026 . 03 . 02 . (Monday)

<Last Week <Previous

Clear

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

< Today >

Capacity	08	09	10	11	12	13	14	15	16
[Main Lib] Flexible Work Area(1F)(query only) ~20									
[Main Lib] Group Study Room1 1~8			09:45~12:30		12:30~15:15			17:30~20:00	
[Main Lib] Group Study Room2 1~1			10:00~12:30			13:00~16:00	16:00~19:00	19:00~21:30	

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

EQ: Whiteboards
Query only: Application required for long time use of the entire/half area
[Detail]
[Form]
[Reservation status]

EQ: Whiteboards, Wireless LAN
* Up to 3 hours per person.
* Group use for 1 to 8 person. Personal use is permitted only when speaking is required.

EQ: Whiteboards, Wireless LAN
* Up to 3 hours per person.
* Permitted for single use only when speech is required.

Room Name	[Main Lib] Group Study Room1
date	2026 . 03 . 02 .
time Required	16:00 ~ 17:00
purpose Required	
E-mail address Required	
number of persons	
memo	

Continue Clear Back to Room Reservation Status Back to Search

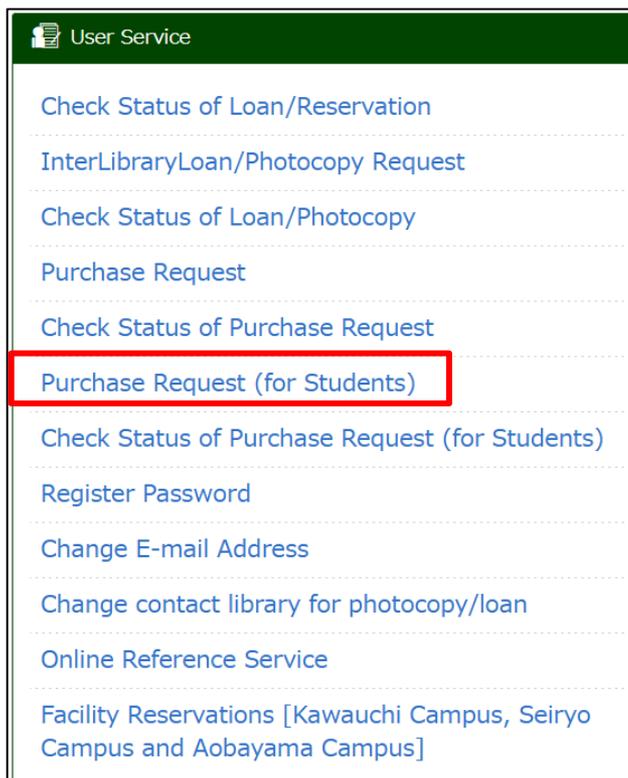
② Enter the required information and click Continue.

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



Method②



6. Book Purchase Request

Please input contents of a request.

Book selection database  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 user service interface. On the left is a vertical menu titled "User Service" with several options. The option "InterLibraryLoan/Photocopy Request" is highlighted with a red rectangular box. To 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 callout 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.

Tohoku Univ. OPAC **CiNii Books** CiNii Research IRDB NDL Search WorldCat

 **CiNii Books** Search for books and journals held by universities in Japan.

[⊕ Open search condition](#)

Results

This is CiNii Books search results of Books and Journals in universities and research institutes in Japan. You can apply loan and photocopy on details page.(USW 0210)

Search keyword : (Document Type: Journals) (Full Title: 世界文学)

Results: 7 items Sort: Display: items

1. 世界文学 / 大阪外国語大学世界文学研究会 [編]
大阪外国語大学世界文学研究会, 1995
Journals

[Purchase Request](#)
[Purchase Request \(for Students\)](#)
[InterLibraryLoan / Photocopy Request](#)

[Purchase Request](#)
[Purchase Request \(for Students\)](#)
[InterLibraryLoan / Photocopy Request](#)

NCID	<input type="text" value="AN00130750"/>
ISSN	<input type="text" value="03852903"/>
ISBN	<input type="text"/>
Author	<input type="text" value="世界文学研究会"/>
Edition	<input type="text"/>
Publisher	<input type="text" value="世界文学研究会"/>
Title Required	<input type="text" value="世界文学"/>

It's easy because the bibliographic information is already set!

Ordering Photocopies

	Other campus	Other University Libraries
Expenses	The university will bear the fee.	The university will bear the fee.
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	The university will bear the fee.
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

