

## If you are in this situation...

I forgot that tomorrow is the return deadline!!

The materials I want are borrowed, but they are available in another library! What do I do?

I want to suggest a book purchase for the library…

I want to practice my presentation with my seminar friends.

I can't find the dissertation that my teacher told me to read!

#### 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 (students)

Schedule a reservation of the library facilities

Copy from offcampus and book loan application (ILL service)

# Login from the library website or portal site

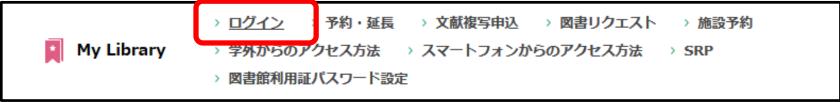


あなたが利用できるサービスは以下の通りです

- 1. <u>予算照会・旅費業務システム/Budget In Application System</u> 旅費業務システムについては、2018年1月 1. <u>予算照会・旅費業務システム</u>については、2018年1月 1. <u>予算照会・旅費業務システム</u>
- 2. 遺伝子組換え実験・動物実験 Web申請 modification experiments and animal 遺伝子組換え実験、動物実験の実験計画記
- 個人調書システム 個人調書の作成・閲覧(事務組織、総合技)
- 4. <u>学務情報システム/Student Affairs Info</u> 成績報告,授業情報
- 5. <u>MyLibrary</u>
  - 図書館利用者向けポータルサイト (平成
- 東北大学インターネットスクール / Inter 東北大学の共通 e ラーニング基盤。遠隔す 各種の学習支援機能をご利用いただけます。
- 7. <u>知的財産管理システム/PatentManager</u> 知的財産の発明届出受付から出願手続、

#### 2. Login

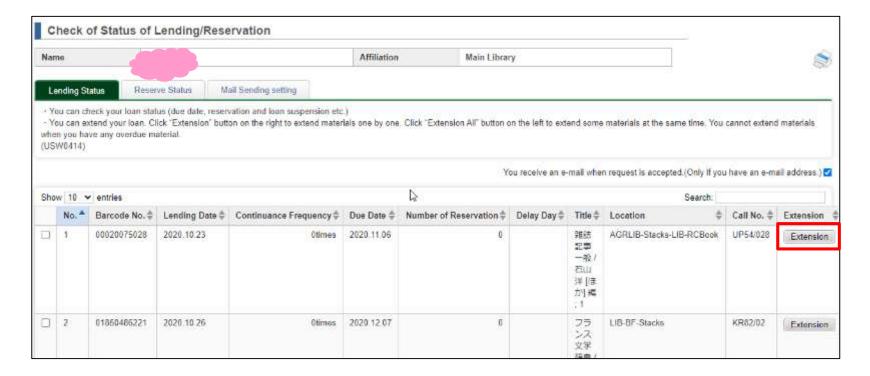
	Those who have a Student ID with a magnetic stripe	Those who have a Library Card (Research students, researchers, part-time lecturers, etc.)
Login ID (User ID)	Tohokudai ID	Tohokudai ID (You need to apply for My Library at the reference desk, etc.)
Password	PW for Tohokudai ID	PW for Tohokudai ID





Be sure to logout after using a shared PC!

#### 3. Lending Status / Renewal



# To renew a book, click at the button "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 loan:

1 Search for the book you want to reserve and click



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



Request will not be displayed unless the search results are displayed in detail. In addition, materials for which Request is not displayed are not eligible for reservation.

#### 4. Reservation / inter-campus transportation service

#### What is "intercampus delivery service"?

It's a service for delivering books to selected libraries from other campuses.

[Available Lib] Main·Medical·Kita-Aobayama·Engineering·Agricultural·Kinken (IMR)· Ryutaiken(IFS)·Tsuken(RIEC)·Tagenken(IMRAM)·\*School of Law (\*It does not lend to other libraries)

The application method is the same as the "Reservation".



If there are materials that can be borrowed in the desired receiving library (reading room), you cannot apply for order.



It takes 2 or 3 days to receive. (if the materials are in the library).

#### 5. Facility Reservation (Main Library)

You can make reservations for the "Group Study Room" and "Private Research Room (only for graduate students and faculty members)" in the main building.



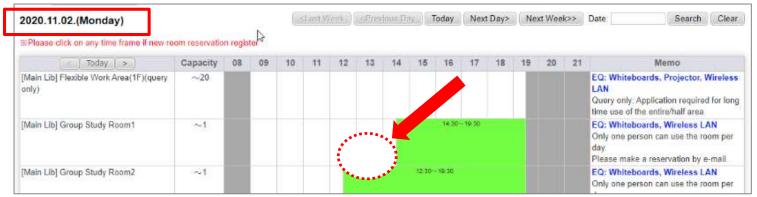
For information on using the facilities, please contact each library.



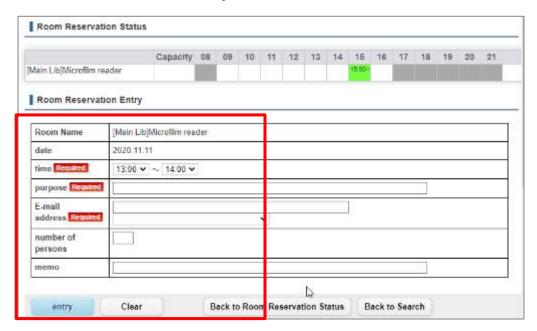
It is not possible to reserve the **Global Study Room** at My Library if you wish to hold an event. In this case, it is necessary to request directly at the main counter.

#### 5. Facility Reservation (Main Library)

①Display the desired date of use and click the desired location and time. Currently, some rooms only accept Acting Reservations at the library counter.



②Enter the required information and click "entry".

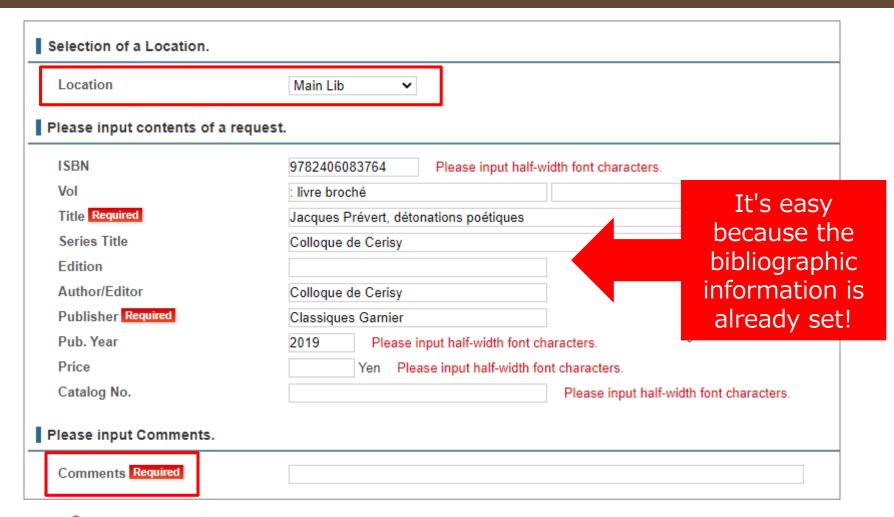


#### 6. Book Purchase Request

- Method ① Enter directly into the input form from the "Purchase Request (for Students)" menu.
- Method<sup>2</sup> Search for the desired book by CiNii Books search.



#### 6. Book Purchase Request





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

What is "ILL"…?

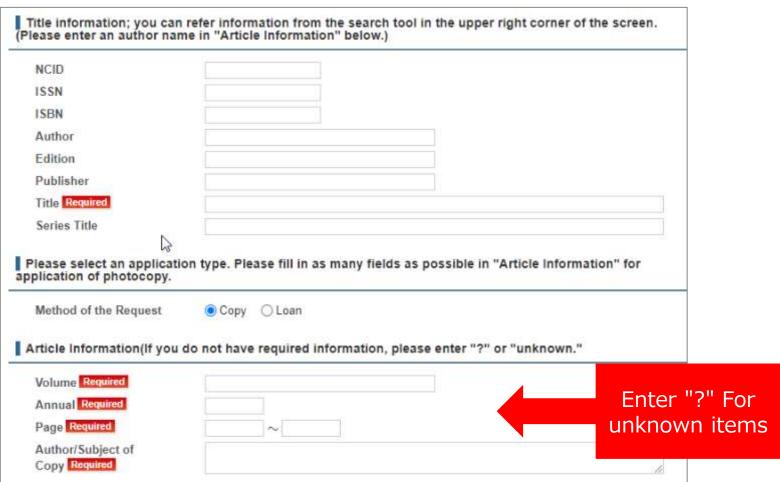
Inter-Library Loan service (Ordering photocopies and books from other university libraries)



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

### How to order photocopies

Method ① Enter directly into the input form from the "Photocopy/Interlibrary Loan" menu.



- Method ② · CiNii Articles Or
  - Diverted from the search results of "CiNii Articles" of OPAC



# 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	My Library 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	My Library TOHOKU UNIV.	My Library TOHOKU UNIV.  Or the reference desk	
Materials that cannot be ordered	Rare books, Journals, Reference books, Dissertations, etc., that are not generally lent.		



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





To use school fee payment, you need to register in advance.



When a range of requests is set to "Japan and Overseas", the partner library will be the British Library.

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



(A) Main Library 1F



022-795-5935

(Weekdays 8:30-17:00)



ref@grp.tohoku.ac.jp

