



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

**MyLibrary**

# 1. What is MyLibrary ?

## 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 off-  
campus 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. [予算照会・旅費業務システム／Budget In Application System](#)  
旅費業務システムについては、2018年1月10日より試行
2. [遺伝子組換え実験・動物実験 Web申請](#)  
遺伝子組換え実験、動物実験の実験計画書
3. [個人調書システム](#)  
個人調書の作成・閲覧（事務組織、総合情報）
4. [学務情報システム／Student Affairs Info](#)  
成績報告、授業情報
5. [MyLibrary](#)  
図書館利用者向けポータルサイト（平成28年度より）
6. [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。遠隔地から各種の学習支援機能をご利用いただけます
7. [知的財産管理システム／PatentManager](#)  
知的財産の発明届出受付から出願手続、権利管理



## 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

 My Library

[ログイン](#) > [予約・延長](#) > [文献複写申込](#) > [図書リクエスト](#) > [施設予約](#)  
> [学外からのアクセス方法](#) > [スマートフォンからのアクセス方法](#) > [SRP](#)  
> [図書館利用証パスワード設定](#)

 東北大学附属図書館 OPAC  
TOHOKU UNIVERSITY LIBRARY OPAC

ようこそ  さん

[? ヘルプ](#) | [入力補助](#) | [English](#) | [検索条件参照](#)

[ログアウト](#)

Be sure to logout after using a shared PC!

### 3. Lending Status / Renewal

#### Check of Status of Lending/Reservation

Lending Status

Reserve Status

Mail Sending setting

・ You can check your loan status (due date, reservation and loan suspension etc.)  
・ You can extend your loan. Click "Extension" button on the right to extend materials one by one. Click "Extension All" button on the left to extend some materials at the same time. You cannot extend materials when you have any overdue material.  
(USW0414)

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

Show 10 entries

Search:

	No.	Barcode No.	Lending Date	Continuance Frequency	Due Date	Number of Reservation	Delay Day	Title	Location	Call No.	Extension
<input type="checkbox"/>	1	00020075028	2020.10.23	0times	2020.11.06	0		雑誌 記事 一般 / 石山 洋 [ほ が] 編 ; 1	AGRLIB-Stacks-LIB-RCBook	UP54/028	<div>Extension</div>
<input type="checkbox"/>	2	01050406221	2020.10.26	0times	2020.12.07	0		フラン ス 文学 辞典 /	LIB-BF-Stacks	KR02/02	<div>Extension</div>

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 **Request** .



The screenshot shows a library catalog entry for the book "免疫のしくみ" (How Immunity Works) by Iwano Shima. The book details include the publisher (東京: 講談社), year (2010.1), and ISBN (9784061538702). The status is "On Lending". A red box highlights the "Request" button in the table.

Location	Volume	Call No.	Barcode No.	Status	Comments	ISBN	Reserve	Request Memo
<a href="#">KITAJIB-1F-Books</a>		SC151/55	<a href="#">02090031105</a>	On Lending		9784061538702	<b>Request</b>	

② Select 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)

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

2020.11.02.(Monday)    <<Last Week   <Previous Day   Today   Next Day>   Next Week>>   Date:   Search   Clear

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

	Capacity	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									14:30~19:30						EQ: Whiteboards, Wireless LAN Only one person can use the room per day. Please make a reservation by e-mail
[Main Lib] Group Study Room2	~1									12:30~19:30						EQ: Whiteboards, Wireless LAN Only one person can use the room per

- ② Enter the required information and click "entry".

Room Reservation Status

Capacity	08	09	10	11	12	13	14	15	16	17	18	19	20	21
[Main Lib]Microfilm reader								13:00~						

Room Reservation Entry

Room Name	[Main Lib]Microfilm reader
date	2020.11.11
time Required	13:00 ~ 14:00
purpose Required	
E-mail address Required	
number of persons	
memo	

entry   Clear   Back to Room Reservation Status   Back to Search

## 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.



The screenshot shows a library catalog entry for a book. On the left, there is a small image of an open book. Below it, there are two buttons: "Purchase Request" and "Purchase Request (for Students)". The "Purchase Request (for Students)" button is highlighted with a red rectangle. The main content area displays the book's title, author, and various details in a table format.

<Books>  
**Jacques Prévert, détonations poétiques / sous la direction de Carole Aurouet et Marianne Simon-Oikawa**  
( [Colloque de Cerisy](#) ; [Littérature](#) ; 7 )

Material Type	Books
Publisher	Classiques Garnier
Year	2019
Subjects	Prévert, Jacques, 1900-1977 -- Criticism and Interpretation -- Congresses
Language	French
Vol	: livre broché ; ISBN:9782406083764 : livre relié ; ISBN:9782406083771
NCID	BB29621452

☐ Hide Institutions.(Available at 1 library)

InterLibraryLoan/Photocopy Request

# 6. Book Purchase Request

**Selection of a Location.**

Location

**Please input contents of a request.**

ISBN	<input type="text" value="9782406083764"/>	Please input half-width font characters.
Vol	<input type="text" value="livre broché"/>	
Title <b>Required</b>	<input type="text" value="Jacques Prévert, détonations poétiques"/>	
Series Title	<input type="text" value="Colloque de Cerisy"/>	
Edition	<input type="text"/>	
Author/Editor	<input type="text" value="Colloque de Cerisy"/>	
Publisher <b>Required</b>	<input type="text" value="Classiques Garnier"/>	
Pub. Year	<input type="text" value="2019"/>	Please input half-width font characters.
Price	<input type="text"/> Yen	Please input half-width font characters.
Catalog No.	<input type="text"/>	Please input half-width font characters.

**Please input Comments.**

Comments **Required**

It's easy  
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”...?

**I**nter-**L**ibrary **L**oan service

(Ordering photocopies and books from other university libraries)



It may be cannot borrow due to deterioration of materials, 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.



## 7. ILL (Photocopy/Interlibrary Loan)

### How to order photocopies

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

**Title information; you can refer information from the search tool in the upper right corner of the screen.  
(Please enter an author name in "Article Information" below.)**

NCID	<input type="text"/>
ISSN	<input type="text"/>
ISBN	<input type="text"/>
Author	<input type="text"/>
Edition	<input type="text"/>
Publisher	<input type="text"/>
Title <b>Required</b>	<input type="text"/>
Series Title	<input type="text"/>

**Please select an application type. Please fill in as many fields as possible in "Article Information" for application of photocopy.**

Method of the Request ☒ Copy ☐ Loan

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

Volume <b>Required</b>	<input type="text"/>
Annual <b>Required</b>	<input type="text"/>
Page <b>Required</b>	<input type="text"/> ~ <input type="text"/>
Author/Subject of Copy <b>Required</b>	<input type="text"/>



Enter "?" For  
unknown items

# 7. ILL (Photocopy/Interlibrary Loan)

Method ② • CiNii Articles

Or

• Diverted from the search results of "CiNii Articles" of OPAC

 **S.R.ランガナタンのレファレンス・サービス観について：その特質と教育的側面**

 吉植 庄栄

この論文をさがす

 NDL ONLINE  CiNii Books


収録刊行物

 **教育思想**  
教育思想 (45), 41-66, 2018  
東北教育哲学教育史学会




It's easy  
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1. [S.R. ランガナタンの足跡を辿って：生誕地から終焉の地までの図書館を中心に](#) / 吉植 庄栄  
東北大学附属図書館調査研究室年報 = The Annual Reports of the Tohoku University Library (5), 115-129 (2018-03-22) 東北大学附属図書館

 文献複写・学外借用申込


2. [S.R.ランガナタンのレファレンス・サービス観について：その特質と教育的側面](#) / 吉植 庄栄  
教育思想 (45), 41-66 (2018) 東北教育哲学教育史学会

 文献複写・学外借用申込


3. [ユネスコ、メディア・情報リテラシーの五法則：その背景とランガナタン『図書館学の五法則』との比較 \(特集 IFLAとユネスコの図書館・情報政策\)](#) / 吉植 庄栄  
現代の図書館 = Libraries today 55(2), 64-74 (2017-06) 日本図書館協会

 文献複写・学外借用申込



4. [S.R.ランガナタンの教育思想：図書館を舞台としたアクティブラーニングの基礎理論](#) / 吉植 庄栄  
東北教育学会研究紀要 (20), 15-28 (2017-03) 東北教育学会事務局

 文献複写・学外借用申込

# 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.	

## 7. ILL (Photocopy/Interlibrary Loan)



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

☐ I accept the agreement. ☒ I do not accept the agreement.

[Interlibrary Loan/Photocopy Request](#) [Back to Search](#)



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.



Main Library 1F



022-795-5935

(Weekdays 8:30-17:00)



[ref@grp.tohoku.ac.jp](mailto:ref@grp.tohoku.ac.jp)

