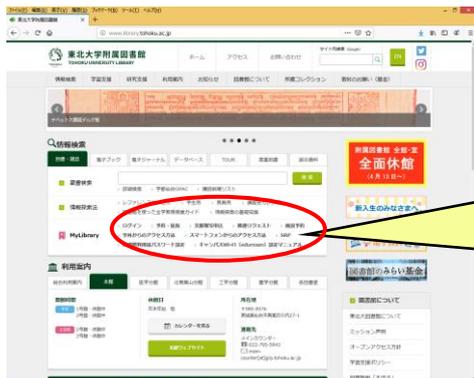


Book sending service for students -How to request books by MyLibrary

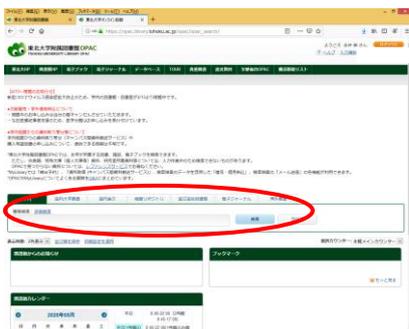
- ※Please refer to library website which materials are available.
- ※Please be sure to enter your shipping address.

1. Login to MyLibrary from the website with your Tohoku dai ID
From off campus, at first access to Tohoku Univ portal site, then access to MyLibrary



From off campus, please click on SRP

2. Search materials after log in

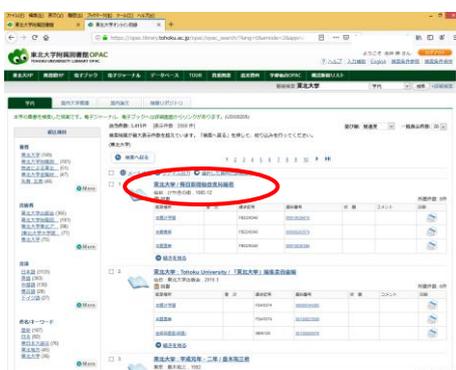


PC



Smartphone

3. Click on title of the materials you would like to reserve



PC

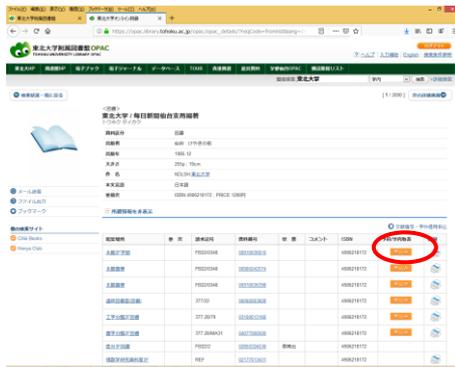


Smartphone

4. Click on “Request” button of the materials you would like to reserve.

- ※Materials available are only those in the Library(Books on loan are excluded.)
- ※You can borrow up to 4 books. (New reservation can be done if you return books.)

(Ex. If you borrow 4 books and return 3 of them, you can apply 3 new books.)



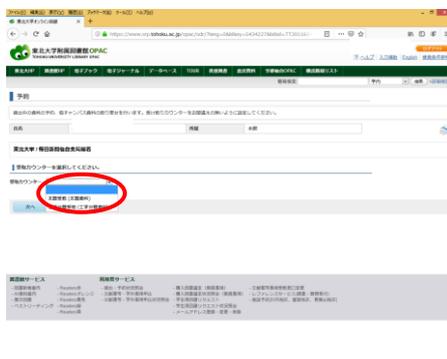
PC



Smartphone

5. Choose the receipt count

※Choose “Mail Service (Up to 4 books. Reapply is available after return)” for this service



PC



Smartphone

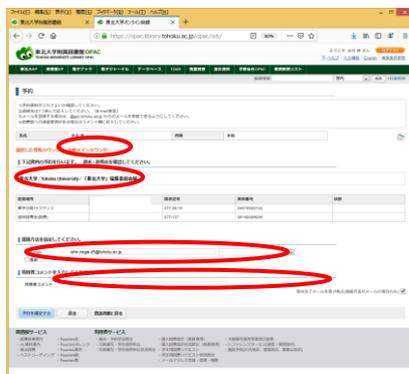
6. Click on “Reservation button” after entering the following information.

Enter the following information into User Comment

- Shipping address
- Total number of books for this request. *Up to 4 books
(Ex. 2books. 〒 980-8576 Kawauchi 27 1 Aoba ku Sendai shi, Miyagi)

※Please confirm the email address is correct.

※Please confirm the name of materials reserved.



PC



Smartphone