



• How to Search & Reserve Books via MyLibrary

• Intercampus Delivery Service

- ① Log in to MyLibrary and search for required materials using the OPAC.

TOHOKU UNIVERSITY LIBRARY OPAC

Search holdings

Why see deep

Log in with your Tohoku-Dai ID and password. For off-campus access, use the Tohoku University Portal Site or Faculty and Staff Groupware.

- ② On the item details screen, click .

*Reserving a book that is currently on loan and requesting a book from another campus library follows the same procedure.

*If you are not logged in, the login screen will appear after clicking.

You can check which library holds the item by looking at the [Location] field.

If the item is currently on loan, "On Lending" will be displayed in the [Status] field.

NCID	Media type	Volume	Call No.	Barcode No.	Status	Comments	ISBN
			WL108/19	01170013927	On Lending		9781501144314

- ③ On the reservation screen, choose your pickup counter and preferred contact method, then confirm the reservation.

Please select Receipt Counter.

Receive Counter : Medical Lib

Continue Back to Bibliography Details

Please appoint an Address.

E-mail med_counter@grp.tohoku.ac.jp

Please input the user comment.

User comment

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

Reservation Back Back to Bibliography Details

- ④ When the item becomes available, you will receive a notification. Please pick it up **within 7 days**.

<Medical Library Counter> Weekdays 9:00-20:00 (until 17:00 in August and March)

Libraries eligible for inter-campus delivery:

- Main Library, Medical Library, Kita-Aobayama Library, Engineering Library, Agricultural Library, and Department Libraries (Institute for Materials Research Library, Institute of Fluid Science Library, Research Institute of Electrical Communication Library, Institute of Multidisciplinary Research for Advanced Materials Library)
- Up to 5 books, 14-day loan period
- Returns can be accepted at any of the above libraries

Unavailable for Reservation:

- Journals cannot be reserved. However, if the item is currently on loan and the shelving location and pickup library are the same, it can be reserved.
- Books marked as "In-Library use only" or "Laboratory"
- If the same title is already available at the pickup library



Extending Loan Periods and Viewing Current Loans

- ① Go to "User Service" in MyLibrary and select "Check Status of Loan/Reservation."
- ② You can check the number of books you are currently borrowing and their due date by clicking **Lending Status** tab.

Check of Status of Lending/Reservation

Name: [] Affiliation: Medical Library

Lending Status Reserve Status Mail Sending setting

• You can check your loan status (due date, reservation etc.)
 • You can extend your loan. To extend one by one, open the hidden information with the leftmost "+" button and press the extend button. To extend several at once, check the leftmost check box and press the "Extension All" button. The button will not be displayed if the number of extensions that can be extended has reached the upper limit, or if it cannot be extended due to delays, etc.
 • For smartphones, check the left check box to display the extension button.
 • If the [Extension] column is not displayed even if you press the leftmost "+" button, there are no materials that can be extended.
 (USW0414)

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

Show 50 entries

To extend the loan period for multiple books at once, check the boxes on the left and click "Extension All".

No.	Due Date	Day	Lending Counter	Lend Type	Barcode No.	Location	Call No.	Extension
<input checked="" type="checkbox"/>	2025/01/14		Medical Lib	冊読 (14日)	03190019169	ENGLIB-2F-Book	674.7/2	Extension
<input checked="" type="checkbox"/>	2025/01/14		Medical Lib	冊分一般	01190011413	MEDLIB-3F-Books	WA950/267	Extension

Showing 1 to 2 of 2 entries

Check All **Extension All** **Back to Search**

- ③ You can extend the loan period by clicking **Extension** on the right side.

- *You can extend the loan period only once. (If the [Continuance Frequency] field shows 1, you cannot extend it further.)
- *If no one has reserved the book and you don't have any overdue books, you can extend the loan period for 2 weeks.

You can also:

- *Check your reservation/campus delivery requests under **Reserve Status** tab.

Show 50 entries **Column visibility**

Search: []

No.	Receipt Counter	Barcode No.	Reservation Date	Due Date	User Comment	Title	Status	Location	Call No.	Cancel
1						反応しない い練習: あらゆる 悩みが消 えていく ブツダの 準備中	準備中	KITALIB-2F-Books	HM118/1	Cancel

Showing 1 to 1 of 1 entries

If the status is '準備中'(Preparing), you can cancel the application by clicking the [Cancel] button.

- *Manage email notification preferences under **Mail Sending Setting** tab.
- *You can change your registered email address via "Change E-Mail Address" in the menu of "User Service".



Copying Documents & Borrowing Books from Other Universities

If the necessary materials are not available at the Medical Library, you can request copies of the articles from other libraries. You can also borrow books from other universities.

* Please refer to the other document for the intercampus delivery service.

① Go to “**InterLibraryLoan/Photocopy Request**” under User Service.

User Service

- Check Status of Loan/Reservation
- InterLibraryLoan/Photocopy Request**
- Check Status of Loan/Photocopy

② Read the service conditions, click “I accept the agreement” to proceed, and click **Continue**.

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

Continue Back to Search

③ Select a pickup counter, fill in the item details, and choose your payment and delivery preferences.

Photocopy/Interlibrary Loan

※1 **Receipt Counter**

Receipt Counter: MedicalLibrary

• Select the “**Request method**”

*Copy: Request a copy of an article.

*Loan = Request to borrow a book.

(Magazines cannot be borrowed.)

• Fill in the article information

• For copy requests, also enter more detailed information, such as “**Volume**”.

※2 **Article Information**

Book or article information (fill in as many fields as possible when requesting article photocopies.)

NCID, ISSN, ISBN, Author, Edition, Publisher, Title, Series Title, Volume, Annual, Page, Author/Subject of copy

Select your preferences for “**Contact Method**”, “**Payment Method**”, “**Shipping Method**”, and “**DDS Availability**”. Also, choose your preferences for “**Request Area**” and “**Color selection**”. If you have any additional notes or requests, please enter them in the [Additional comments]

※3 **Specific requests for the application**

Payment selection: Payment (ILL University Support)

Shipping method (from one library to the other): Shipping method (Mail)

DDS service: DDS option (If the journal allows libraries to send a digital copy of the material you may apply to receive a digital copy. If not you will receive a printed copy)

Request area: Request area

Color selection: Color selection (I prefer all pages (incl. color pages) in black and white. I prefer color prints of color pages (extra fee charged))

Additional comments: Comments

Continue Clear Back to Search

• **Payment Method:** In principle, the university covers the cost of obtaining materials. Please select “ILL University Support”.

• **Delivery Method:** If you need to receive the material as soon as possible, express mail is available.

• **DDS:** While DDS allows for faster access, the image quality may be lower. (Please refer to the explanation at the beginning of the application form.)

④ Submit the request and confirm the application on the next screen.

⑤ Once the item arrives, you will receive a notification. Please come to the pickup counter. *Payment is required at pickup for Private Expenses (Weekdays 9:00-16:00)

Estimated Costs :

Photocopy		Black and white	color	Shipping Fee		
	From within the u	20 JPY / 1 page	40 JPY / 1 page	No shipping fee		
	From o the u	2025 onwards, usually covered by the university (Excluding photocopy of materials within the Medical Library performed by staff)		Actual shipping cost		
*Copying fees and s on the holding library.						
Book Loan	Round-trip shipping = Approx. 1,600 JPY (It depends on the book's size.)					

*It generally takes about 3 to 7 days for both documents and books to arrive after the request is submitted

*Books from other libraries on Tohoku University campuses can be requested through the reservation service. (Free of charge. They usually arrive by the next business day after the request is submitted.)

To Check Request Status:

- ① Click **"Check Status of Loan/Photocopy"** on the confirmation screen or from the User Service menu.
- ② You can view a list of your current requests. Click on the request No. to view its details.


The image shows two screenshots of the library system. The top left screenshot is the 'Photocopy/Interlibrary Loan' confirmation screen, with a red box around the 'Check status of your application' link. The top right screenshot is the 'User Service' menu, with a red box around the 'Check Status of Loan/Photocopy' option. The bottom screenshot shows a table of requests with columns for Request No., Contents, Status, Receipt Counter, Request date, Subject etc., Budget, Total Cost, and Comments. A red box highlights the first request (Request No. 000095021) and an arrow points to it from the 'Check Status of Loan/Photocopy' menu option.

How to Apply Using OPAC Search Results (Automatic Entry of Book Title)

By searching for materials in the **"CiNii Books"** tab on the OPAC, you can proceed with your application by clicking on **"InterLibrary Loan / Photocopy Request"** in the search results. The book's information will automatically be filled in the application form, making it convenient.

The image shows a screenshot of the OPAC search results page. It lists two search results. The first result is '1. トム・アンデルセン 会話哲学の軌跡: リフレクティング・チームから...', with a red box around the 'InterLibrary Loan / Photocopy Request' link. The second result is '2. リフレクティング・プロセス: 会話における会話と会話 = Reflecting processes: conversations and conversations about the conversations / トム・アンデルセン著; 鈴木浩二監訳', also with a red box around the 'InterLibrary Loan / Photocopy Request' link. Arrows point from these links to the application form.

How to apply using the search results from databases (Automatic entry of article info.)

When searching for articles on PubMed or Ichushi Web, click  in the search result and apply through **"Inter-Library Loan (ILL)"**. Then the paper's information will be automatically filled in the application form, making the process easier.

Note: To display the icon on PubMed, use the link from the Medical Library's website.
(<https://www.library.med.tohoku.ac.jp/>)

The image shows a screenshot of a PubMed search result for 'Small-cell Lung Cancer: Choice of Therapy in the Very Old'. A red box highlights the 'CoLINK' icon in the bottom right corner. Another red box highlights the 'Inter-Library Loan (ILL)' link in the top right corner of the search result box. An arrow points from the 'CoLINK' icon to the 'Inter-Library Loan (ILL)' link.



Room Reservations (Meeting Rooms, Group Study Rooms)

- ① Go to **"Facility Reservations"** under User Service.

User Service

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

- ② Choose a counter and select your desired date.

*Only the facilities available to you based on your status and affiliation will be displayed.

- ③ Available time slots are highlighted in white; click to reserve your time.

Room Reservation Status

Counter: Medical Lib

2025 . 07 . 15 . (Tuesday)

<Last Week <Previous Day Today Next Day> Next Week>

Date : Search Clear

[MedLib] Group Study Meeting Room 1 3~20

11:30~12:00 12:00 13:15~16:30 14:45~17:45

Weekday Only. Wireless LAN is available. You can rent a projector at the counter.
Weekday Only. Wireless LAN is available. You can rent a projector at the counter.
Weekday Only. Wireless LAN is available. You can rent a projector at the counter.

Clicking the **"Date"** field allows you to easily select a date from the calendar view.

The time slots highlighted in green are already reserved and unavailable.

- ④ Enter the required information and confirm.

Room Reservation Entry

Room Name [MedLib] Group Study Meeting Room 4

date 2025.07.15

time Required 16:00 ~ 17:00

purpose Required Online Meeting

E-mail address Required med-counter@grp.tohoku.ac.jp

number of persons 3

memo

Continue Clear Back to Room Reservation Status Back to Search

Please also enter the number of participants.

Please check the Memo for detailed usage and reservation conditions.

- ⑤ On the reservation day, check in at the counter before using the facility.

Facility Use Guidelines of Medical Library:

- Available for groups where at least half of the members belong to the Seiryō Campus.
- Group Study Rooms:** Available to all students and faculty staff.
- Meeting Room:** Available only to graduate students and faculty staff.
- Available from 9:00 to 20:00 on weekdays (until 17:00 in August and March)
- You can also reserve facilities at the counter.