

# How to Search & Reserve Books via MyLibrary

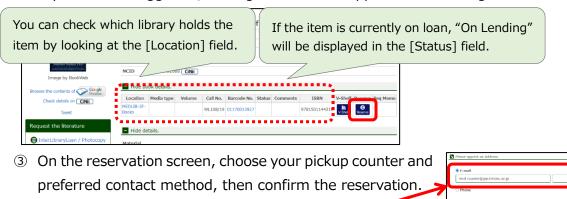
# Intercampus Delivery Service

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



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.



- 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:**

Receive Counter : Medical Lib

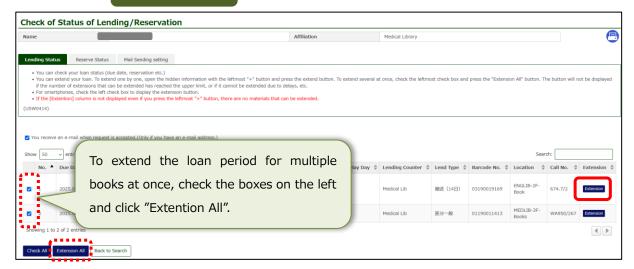
Continue Back to Bibliography Details

- 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

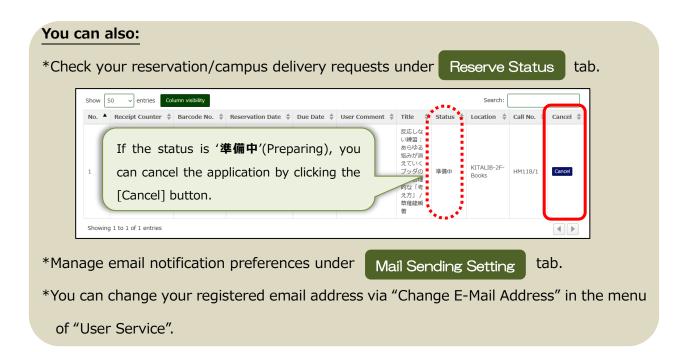


# **Extending Loan Periods and Viewing Current Loans**

- 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.



- 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.





## **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.

Receipt Counter

- \* Please refer to the other document for the intercampus delivery service.
- ① Go to "InterLibraryLoan/Photocopy Request" under User Service.

② Read the service conditions, click "I accept the agreement" to proceed, and click Continue.

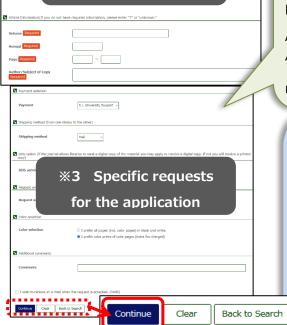
3 Select a pickup counter, fill in the item details, and choose your payment and delivery preferences.







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· Select the "Request method"

MedicalLibrary

- \*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".

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]

- 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:**

			Black and white	color	Shipping Fee
	Photocopy	From within the ι	20 JPY / 1 page	40 JPY / 1 page	No shipping fee
			2025 onwards, usually covered by the university (Excluding photocopy of materials within the Medical		Actual shipping cost
*Copying fees and s on the holding library.			Library performe	ed by staff)	y depending
	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.



### 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.



# 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.

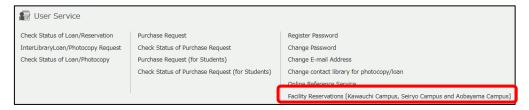
(https://www.library.med.tohoku.ac.jp/)



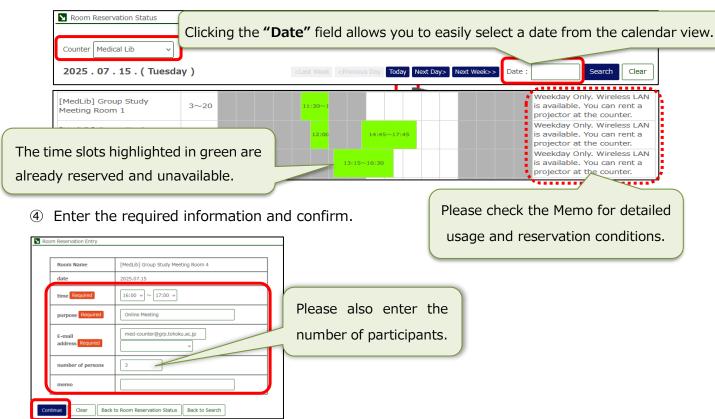


## Room Reservations (Meeting Rooms, Group Study Rooms)

① Go to "Facility Reservations" under User Service.



- 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.



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 Seiryo 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.