Making a Reservation

- You can reserve materials from other campuses. (books by OPAC and periodicals by application form)
  - It takes 1 or 2 days to arrive at. (It will take more when including Saturday, Sunday, Holiday, and long vacation.)

- When you reserve books which are in the following conditions, “ON LOAN”, “WAITING TO RECEIPT”, “TO BE DELIVERED FOR RETURN” or “WAITING TO RETURN”, putting you first in line once they are returned.
  - If there is some subscriber for the book, you will use it in order.

Reserving the Books

Click “Reservation/Request”

If you would like to reserve books after searching by OPAC, please click “Reservation/Request” button.

Click “Reserve”

“Reservation/request tool” is displayed. Please click “Reserve” button after select the library which you would like to ask for receipt.

Click the appropriate button & Login

The login page is displayed. Please click the appropriate button and login.
Reserving Library materials

Reserving the Periodicals

Confirm by e-mail
When the books become available, the information will be sent to your registration e-mail address.

Confirm by OPAC
1. Click “MyLibrary Login” on the top page of OPAC. Select the appropriate button and login.
2. Check the “Loan/reservation condition”. When your reserved book becomes available, the condition [RESERVED] will be displayed.

Pick it up at the service counter
Please pick it up there within 7 business days since the condition changed [RESERVED] with your ID card.

Fill out the application form
If you need the application form, ask the librarian at the service counter. Please fill in the thick-framed area of it and submit it to the service counter.

Confirm at the service counter
Arrival of periodicals cannot be confirmed by OPAC. Ask the librarian at the service counter.

Pick it up at the service counter
Please pick it up there within 7 business days since it arrived there with your ID card.

Q&A about Reservation

Q How many materials can I reserve?
A Up to your item limits.

Q My reserved book hasn’t been returned yet even though due date comes.
A Notify the librarian at the service counter. We will contact the borrower.

Q Can I order Audio-Visual materials for pick up?
A No. Audio-Visual materials are available only in the holding libraries.

Q I’m in overdue penalty.
A You cannot make a reservation of materials until your penalty is cleared.