



- I need materials other campuses holding.
- The library material I require is loaned out.

Making a Reservation

- You can reserve materials other campus libraries holding. (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 materials which are in the following conditions, “ON LOAN”, “WAITING TO RECEIPT”, “TO BE DELIVERED FOR RETURN” or “WAITING TO RETURN”, you have a priority to borrow the materials once they are returned.
 - * If other students already reserved the material, you will receive it in your turn.

Reserving the Books

1 Click “Reservation/Request” on OPAC

Media	Request number	Document ID	Volume	Location	Condition	Reservation	Due for return	Article
	▶ KO: な:76-3	4310125127		▶ Kawagoe Library - 2F文庫新 書	BOOK STACK			

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

2 Click “Reserve”

Reserve ▶ About Reservations

*You can make reservations for documents currently loaned to other people.
*The library will notify you when the document becomes available.

Library asking for receipt : Please select the library. ▼ Reserve

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

3 Click the appropriate button & Login

「ID」ではなく「その他」から図書館カード番号でログインしてください。

<p style="text-align: center;">統合ID</p> <ul style="list-style-type: none"> ● 学生、科目等履修生等 ● 人事番号をお持ちの方 ● Users who have the integrated ID <p style="font-size: small;">ToyoNet-G, ToyoNet-ACE などのログイン時に利用する共通アカウント</p>	<p style="text-align: center;">その他</p> <ul style="list-style-type: none"> ● 校友 ● 名誉教授 ● 附属校生 ● 協定校の方 ● その他 ● Users whose ID begins with T
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The login page is displayed. Please click the appropriate button and login.



All guides are available on the website.

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<https://www.toyo.ac.jp/library/top/>



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4 Click "Run"

Reservation confirmed	
レモンタルト / 長野まゆみ [著]. -- 講談社, 2012.10. -- (講談社文庫 ; [な-76-3]).	
Item name	Contents
Request number	KO/12/76-3
Document ID	4310125127
Location	Kawagoe Library - 2F文庫新書
Condition	BOOK STACK
Number of reservations	
Due for return	
Library asking for receipt	Hakusan Library

"Reservation confirmed" is displayed. Reservation will be completed by clicking "Run" button. You can confirm how many reservations the material has by "Number of reservations".

5 Confirm the arrival & Pickup

Loan/reservation conditions			
Number of copies loaned : 0 copies		Number of copies reserved: 1 copies [In store]	
Condition	Title/author, etc	Loan/Reservation date	Ret Sto pe
RESERVED	レモンタルト / 長野まゆみ [著]. -- 講談社, 2012.10. -- (講談社文庫 ; [な-76-3]).	2020/03/09	2020

● Confirm by e-mail

When the material become available, the information will be sent to your 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 material becomes available, the condition [RESERVED] will be displayed.

● Pick it up at the service counter

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

Reserving the Periodicals

6 Fill out the application form

- ① Your student ID. (library card No.)
- ② Name
- ③ Title of periodical
- ④ Volume, Number, issued year
- ⑤ Holding library
- ⑥ Location
- ⑦ Call No.

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.

Student ID No. 学籍番号 利用番号	0 0 0 0 0 0 0 0 0 0	name 氏名	Toyo Hanako
Please fill out thick-framed area below refer to the contents of OPAC.			
Title タイトル	東洋大学報		
volume number number issue year	150	Vol 巻 No. 号 Year 年	Call No. 請求記号
Holding library 所蔵館	Asaka 朝霞	Asaka storage 朝霞書庫	Kawagoe 川口 Itakura 飯倉 Itakura storage 飯倉書庫
Location 配架場所	雑誌(書庫)		
		Call No. 請求記号	095 : T-5 : T

● 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.

7 Confirm the arrival & Pickup

Q&A about Reservation

Q How many materials can I reserve?

A Up to your item limits on borrowing rules.

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 pickup?

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.