

- 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 DELIVERD 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 - 2F文庫新 書	BOOK STACK			

Reservation/Request

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:

“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

ついて
学籍番号、人事番号をお持ちの方は統合IDが発行されています。
* 客員教授、非常勤職員の方は人事番号で図書館カードを作成します。図書館ご利用時にカウンターで手続きをしていただく方は「統合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。

統合ID <ul style="list-style-type: none"> ● 学生、科目専属修生等 ● 人事番号をお持ちの方 ● Users who have the integrated ID 	その他 <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.

4 Click "Run"

"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

● 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.

● 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 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.