

# Easy on the web! Requesting Books / Copies from Other University Libraries



“University of Tsukuba Library does not hold the article/book I want to read!”

If it is held by in the library of other universities or organizations, you can get the copies or borrow the books (Paid Service). You can apply anytime and anywhere on online if you register this online service in advance.

## 1. Let's Register!

## 2. Let's apply online!

### Registration/change settings of mail service

- ① Log in "My Library" from Library top page.
- ② Click "E-mail Service" and enter your user ID (13 digit) and password.
- ③ If you have not been registered yet, enter your e-mail address and check “Notification of arrival of copies or books from other libraries”. Enter the password at the bottom of the screen and click "Register".



### Registration of Interlibrary loan online application

- ① Log in "My Library" and click “Registration of Interlibrary loan online application (for private expense)”. Enter your user ID (13 digit) and password at the bottom of the screen.
- ② You will receive an e-mail about the URL of the application.
- ③ Please print the page you have notified, fill out the necessary items **in handwriting**, and submit by one of the following methods.
  - Come to the library and hand the application in.
  - Send the application as an attached file by e-mail.
  - Send the application and copy of your ID card by mail.

Registration procedure is finished. Let's apply online!

## 1. Let's Register!      2. Let's apply online!

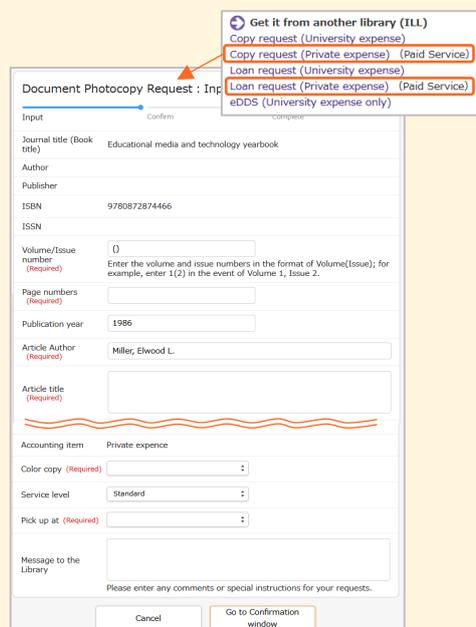
### Step1. Make sure the material is not held by the library

- ① Search the keyword, article/book title, etc., on Tulips Search.
- ② If it is displayed **Open** or **Library** in Access, You can get the materials from E-resource or at the library.
- ③ If it is displayed another, the material may be not held by the library. Click the title and **"Tulips Linker"**.



### Step2. Apply from "Tulips Linker"

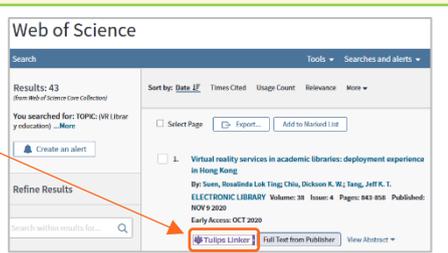
- ① Click **"Copy request (Private expense)"** for copies, and **"Loan request (Private expense)"** for books. Enter your user ID (13 digit) and password (no need if already logged in).
- ② Fill in the application page. Entering precise and detailed information will help you get the article faster. If it is OK, click "Go to confirmation window."
- ③ Check the detail of your request, click "confirm" if there is no problem.
- ④ You will receive an e-mail confirmation. Application complete!



### Tips!

#### You can apply form the database!

You can apply for copy/loan request from the databases where **"Tulips Linker"** is displayed. If you want to apply from off-campus, please use remote access service.



### Step3. Receive the copy/book at the reference

A notification will be sent to your registered e-mail address when the copy/book is ready. You will receive it in exchange for payment at library. Please check the **opening calendar** of each library and be sure to pick it up within the reception hours.

Calendar

