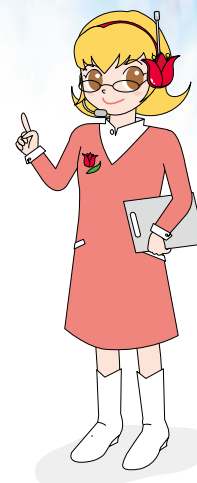


# Easy on the web! Requesting Books / Copies from Other University Libraries

“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".

利用者ID のサービスは未登録です。  
Use ID: has not been registered yet.

登録 (変更) 希望のメールアドレスを入力してください :  
Enter your E-mail address which you want to register or change.  
何も入力せず空欄にするとEメールサービス登録を解除することができます。  
If you make the column empty, you can delete your registration of E-mail service.

登録希望のサービスを選択してください :  
Please select topics you wish to subscribe to from the list below.

- ☒ 貸出図書の返却期限の2日前にメールで通知する  
Notification of 2 days before your due date. (詳しい説明)
- ☒ 他図書館等から文獻複写物・図書が到着したら通知する  
Notification of arrival of copies or books from other libraries (詳しい説明)
- ☒ 図書館Webページの「お知らせ」に項目が追加されたら通知する  
Notification of new information added to the Library web pages
- ☐ 中央図書館からのお知らせを受け取る  
Information from the Central Library (詳しい説明)
- ☐ 体芸図書館からのお知らせを受け取る  
Information from the Art and Physical Education Library (詳しい説明)

### 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!

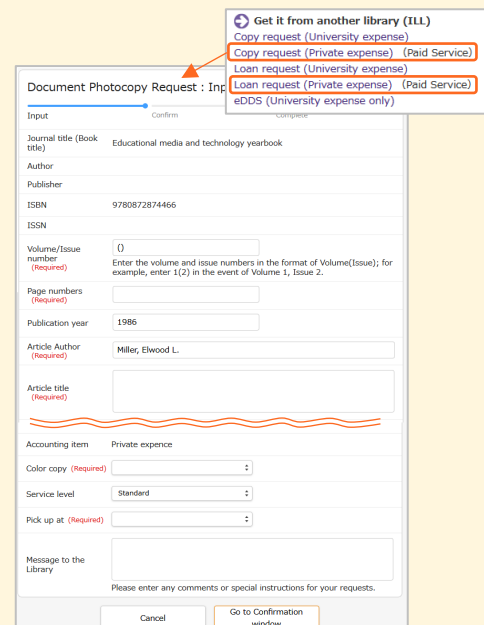
### Step1. Make sure the material is not held by the library

- 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"

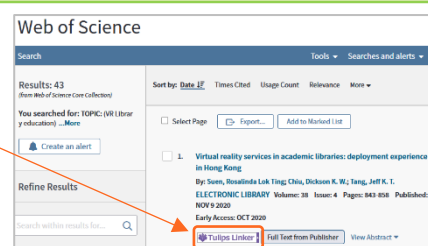
- ① Click **"Copy request (Private expense)"** for copies, and **"Loan request (Private expense)"** for books. Enter your user ID (13 digit) and password (no need if already logged in).
- ② Fill in the application page. Entering precise and detailed information will help you get the article faster. If 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

