

# Sample

## Notes

- Science Library bears the cost of the paid service (photocopy / Interlibrary Loan). Please use the service in moderation.
- Please apply for the service through MyOPAC and select "Science Library (Free)" for Selection of a Payment. If you wish to pay by "Private Expense", please let us know in advance.

2022 年 12 月 1 日

### 東京大学附属図書館 MyOPAC 文献取寄サービス利用申請書 Application form for the MyOPAC delivery request service the University of Tokyo Library System

下記のとおりMyOPAC文献取寄サービスの利用を申請します。  
I apply for the utilization of the MyOPAC delivery request service as follows.

身 分 (Status)	<input type="checkbox"/> 教職員 ( faculty or staff ) <input checked="" type="checkbox"/> 大学院生 ( graduate student ) <input type="checkbox"/> 学部学生 ( undergraduate student ) <input type="checkbox"/> その他 ( other )
フリガナ 氏 名 (Name)	トウダイ      ハナコ <b>Todai Hanako</b>
利用者ID (User ID)	1 2 3 4 5 6 7 8 9 0
所属部局・専攻等 (Department, Laboratory)	<b>Department of Astronomy ***** Lab</b>
※公費支払希望者のみ記入 フリガナ 支払責任者 Faculty responsible for payment (When at public expense)	<div style="border: 1px dashed red; padding: 5px; text-align: center;">No need to fill in the form.</div> 費はご利用いただけません。
E-mail address (必須)	<b>*****@g.ecc.u-tokyo.ac.jp</b>

The last 10 digits of the number  
in the lower right corner of  
Faculty ID card / Student ID card / Library IC card.

This form is not required to  
be filled out for the time  
being due to the ILL fee waiver.

This is the contact information  
for materials arrival, etc.  
You can change the address  
from MyOPAC.

\* 以下は、利用登録時から変更があればご記入下さい。  
\* The following columns should be filled if your contact address has changed after your registration with the library.

住 所 (Address)	〒      —
電 話 (Telephone No.)	(自宅／携帯等 Private)

**【Faculty and Staff】**  
Please indicate any changes to your address or other  
information already registered with the library.  
If you are not sure if there has been a change,  
please fill out the form so that our staff can confirm  
the change.

**【Student】**  
Library information will be reflected from UTAS.  
Please make sure that your UTAS information is up-  
to-date.

\* 申請書にご記入いただいた個人情報、図書館業務システムで管理し、全学の  
館サービスのために使用します。  
\* The personal details you give in this form will be kept under strict control of the  
for our library service for you.

【担当者記入欄】(remark column for librarian)

窓口コード	120	予算コード	
窓口名称	理学図書館	予算名称	理学図書館ILL無料化

受付年月日	登録年月日	登録者名(1)	確認年月日	登録者名(2)

備考:

新規    変更