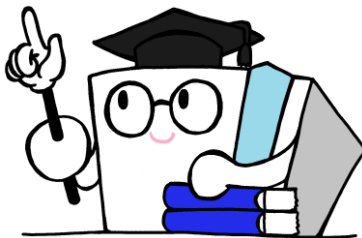


# MyOPAC

## Delivery Request Service

If you register for MyOPAC Delivery Request Service, the following services are available.

1. Photocopy/PDF Delivery Service **within the UTokyo Libraries**
2. Book/Photocopy Delivery Service **from Outside the University**



Information Service Section, Komaba Library  
The University of Tokyo  
Service Counter : Reference Counter  
Service Hours : Monday to Friday 9:00 – 17:00  
Tel : 03-5454-6093  
Mail : cill@lib.c.u-tokyo.ac.jp

2021.08

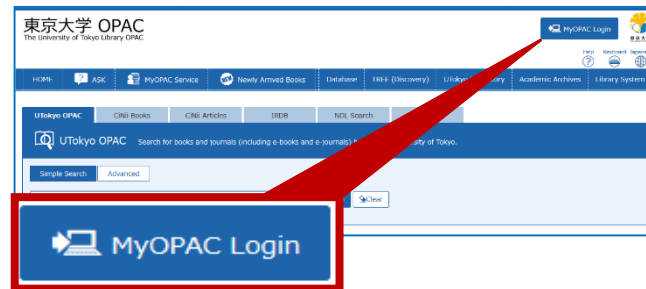
## Login to MyOPAC

### About MyOPAC

MyOPAC is a personal portal site for web services and frequently used materials and search tools.

### How to Login

Please access the University of Tokyo Library OPAC and login from the button at the top of the screen.



### UTokyo Account

You can login with your UTokyo Account.

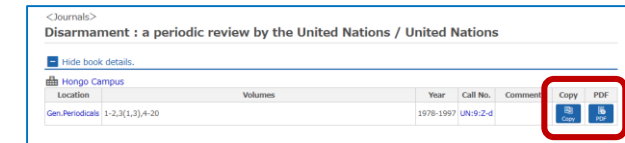
### Library Account

If you do not have a UTokyo Account, please login with your library account.

※User ID is the last 10 digits of the number printed on your library card. The library staff issue the initial password. (Weekdays 9:00-17:00)

## Request for Copying to Other Campus Libraries

Login to MyOPAC and search for library books and resources. If UTokyo libraries have the material, the search results' details screen will show the libraries that hold it and the buttons for available services.



### Request for Photocopy in Paper

The library staff will copy the documents and send them to the Komaba Library by campus mail.

※If you pay by public expense, the photocopies can be delivered directly to your office by campus mail.

### Request for PDF Viewing

The library staff will upload PDF files of a requested document onto the server. You can access the PDF files with the computers **on-campus network**.


※You can print out only one copy.


※It is forbidden to download the file on your computer.

※It is strictly prohibited to distribute printed photocopies or PDFs to others.

※**The PDF will be accessible for two weeks from the day sending the notification email.**

### Copy Fee

 Photocopy: Black-and-white 20 yen/sheet  
Color 60 yen/sheet

 PDF viewing: 20 yen/page

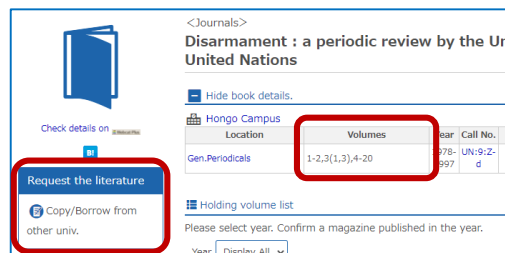
※If you do not see the service button, the delivery service does not cover the material.

※When requesting copies of several articles, please apply one by one.

# Copy Requests to Other Institutions

## In Case the Required Vols are not Available at the UTokyo Library

If the library doesn't hold the required vols, please apply from the "Copy/Borrow from other univ." link displayed on the left side of the details screen.



## In Case the Books and Resources are not in the UTokyo Libraries

Click the "CiNii Books" tab and then try searching.



Please apply from the "Copy/Borrow from other univ." link displayed on the right side of the title.

※When the books and resources you need don't hit on the search result, please enter the bibliographic information on the "Interlibrary Loan/Photocopy Request to Other Univ" form from the MyOPAC Service.

## Copying Fee and Period for Obtaining

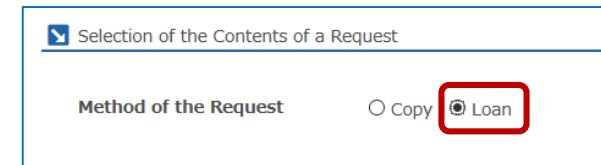
- The copying fee varies depending on the libraries. About 30-60 yen/sheet + shipping fee
- It may take about 3 to 7 days to send it. It depends on the reception status of the holding library and postal conditions.
- Requests to other institutions are available in paper format only (PDF not possible).

※When requesting copies of several articles, please apply one by one.

# Book Loan Requests to Other Institutions

## How to Request

The application method is the same as p.3. Please select "Loan" on the form.



Generally, you can borrow only books. The other materials, such as magazines, microfilm, CDs, DVDs, are not eligible.

## Fees

Please pay the round trip postage. Shipping costs around 2000 yen. (It depends on the size and weight of the package.)

## Loan Period and Notes

- The loan period depends on the regulations of the holding library. It may be shorter than the term of the UTokyo Library.
- The loan period will start from the date of shipment from the holding library. Delay of the start of use will shorten the usable period accordingly.
- Sometimes, the use is limited to in-library use or copying prohibited.
- Please return the books borrowed from other institutions to the counter directly.  
**Please do not use the book drop.**
- Please apply one by one. When you order several volumes with the same title, please apply separately for each volume.

# Notes

## Confirmation Before Applying

- You cannot cancel an accepted application.
- You cannot change the payment method of private/public expense after applying.
- If you find books and resources available on the Komaba Campus (including the department libraries), please use them first. If you have confirmed that they are not available, please enter the situation in the "Comments" in your application.
- Please confirm whether you can use E-journals or E-books.

## For Private Expense Using

- You can receive the documents after paying the fee at the reference counter
- Payment reception hours are **until 16:30 on weekdays**.
- We will issue a receipt.

## For Public Expense (Management Expenses Grants) Using

- You can receive documents at the reference counter at any time up to 10 minutes before closing time.
- The previous year's expenses (from January to December) will be settled every January by budget transfer.
- Only **management expenses grants** are available at the Komaba Library. For the use of the other budget, such as Grants-in-Aid for Scientific Research, please ask your department office staff to reimburse once paid at your private expenses.

## Obtaining Documents From Overseas

- You can apply from MyOPAC. Please enter "need to obtain from overseas" in the "Comments" field.
- The staff will contact you regarding terms and conditions such as the cost or the time required for obtaining.

## How to Use Materials Unavailable at the UTokyo Libraries: Visit and Use

### ●Visiting Libraries of Other Institutions

You may be required to apply in advance or hand in a letter of introduction.  
Please apply by e-mail or ask at the reference counter.



Using Libraries other than the University of Tokyo Libraries  
<https://www.lib.u-tokyo.ac.jp/en/library/komaba/user-guide/campus/external-libraries>

Please apply with the specific library, materials, and schedule of your visit.

We will issue the letter of introduction after getting permission from the holding library.

It may take some days for these procedures, so please apply 1 to 2 weeks in advance.

\*Some libraries do not require a letter of introduction or prior reference. Please refer to the information for "Visitors" on each library's website.

### ●Visiting Public Libraries

The public library may have the materials you want to use. Please use the public libraries OPAC cross-search site below.



カーリル・ローカル (Calil-Local)  
<https://calil.jp/local/>

### ●Visiting the National Diet Library, Japan

You don't need to apply in advance to use the library. You can browse books, make copies, and use the database, but you cannot borrow books.



National Diet Library, Japan  
<https://www.ndl.go.jp/en/index.html>

### ●Visiting the JETRO IDE (The Institute of Developing Economies) Library

Those who affiliated library is the Komaba Library can visit and borrow materials from the IDE Library in Chiba-Shi. Please apply at the reference counter.




Visiting the IDE (The Institute of Developing Economies) Library  
<https://www.lib.u-tokyo.ac.jp/en/library/komaba/user-guide/campus/external-libraries/ide>

## How to Use Materials Not Owned at the UTokyo Libraries : Use Electronic Resources

### ●E-journal & E-book Portal

E-journal & E-book Portal is the gateway to search E-journals and E-books available at the UTokyo.

You can use E-resources with the  mark from off-campus via the "EZproxy".



E-journal & E-book Portal  
<http://vs2ga4mq9g.search.serialssolutions.com/?paramdict=en-US>

### ●National Diet Library Digital Collections

The NDL Digital Collections enables a user to search and view various resources collected and stored by the National Diet Library. You can see the contents with "Available Online" from wherever you can access the internet. You can see the contents with "Available only at the NDL and partner libraries" is available at specific terminals in the Komaba Library. Please apply for this service at the counter.



National Diet Library Digital Collections  
[https://dl.ndl.go.jp/?\\_\\_lang=en](https://dl.ndl.go.jp/?__lang=en)



National Diet Library Digitized Contents Transmission Service for Libraries  
<https://www.lib.u-tokyo.ac.jp/en/library/komaba/user-guide/campus/ndldc>

### ●Open Access by the Publisher

Universities bulletin and academic journals may be available in the university's repositories\* where they are published or on the publisher's website.

Search online by the title of the journals or the name of the publisher.

\*The repository is a service that collects and makes available to the general public the university's academic achievements, such as journal papers, theses, bulletins and internal publications.

## How to Use Materials Not Owned at the UTokyo Libraries : Another option

### ●Purchasing Books

Sometimes, purchasing books is cheaper than borrowing by interlibrary loan. We recommend you confirm the availability of relatively recent books at bookstores. For books not held by libraries in Japan, you may also try searching for old books in online bookstores or others.

