

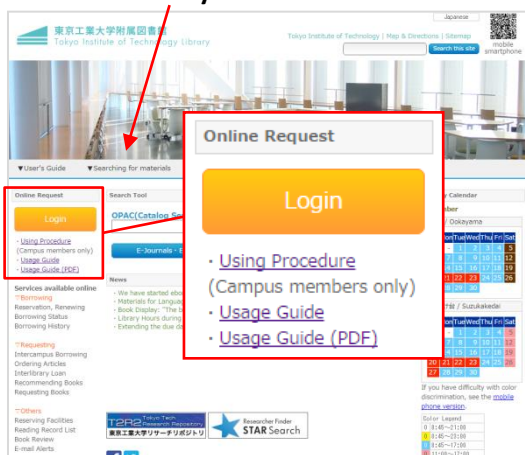
“TDL Online Request” is a library service available online.

It enables you to
check your borrowing status / reserve a Group Study Room
order books or copy of articles from other libraries and so on.

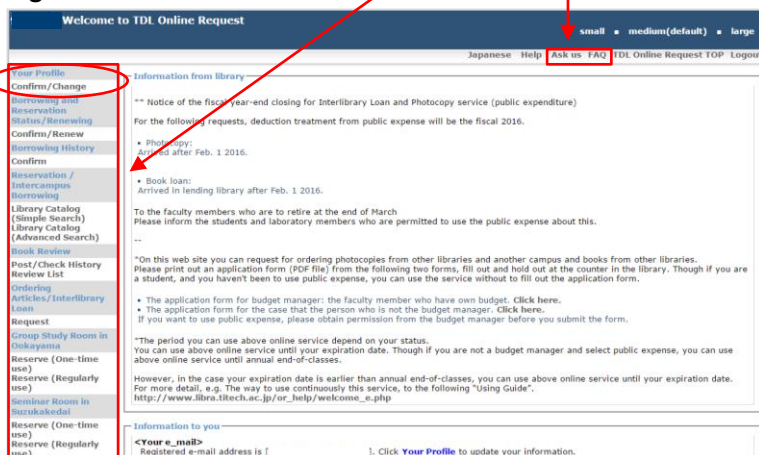


How to use ★ Tokyo Tech Library website http://www.libra.titech.ac.jp/welcome_e.php

1: Log in to the TDL Online Request from the library website.



2: Register your e-mail address when you log in for the first time.



3: Choose a service from menu.

* You can also log in from Tokyo Tech Portal (ref. [Access])

Wherever you can access, whenever you need!

When you want to...

Read a book

When you search a book on OPAC (Catalog search),

- 1: The book has been borrowed
- 2: The book is in the other campus library
[\[Reservation / Intercampus Borrowing\]](#)
- 3: The book is not found
[\[Ordering Articles / Interlibrary Loan\]](#) (Pay)

Order an article from other library

When you search the material which contains a literature on OPAC (Catalog search),

- 1: The material is in the other campus library
- 2: The material is not found
[\[Ordering Articles / Interlibrary Loan\]](#) (Pay)

Ask about the library

If you have any questions, please ask us via [\[Ask us\]](#) or check [\[FAQ\]](#).

And more...

- 1: You can write a review of a library book and share the comments with other people. [\[Book Review\]](#)
- 2: You can record your reading list. [\[Reading Record List\]](#)
- 3: You can confirm the expense of journals purchased through the library and ordering books or journal articles from other libraries with your public expense. (Faculty and staff only) [\[Budget Usage Report\]](#)

Check the title that you borrowed

- 1: You can check the list of library books and its due dates which you have and see your borrowing history. Extending a due date is possible only once per item. (You can't extend a due date in the following cases. (a)When you have overdue books. (b)When your borrowing privilege is under suspension. (c)When the book has been reserved by other person.) [\[Borrowing and Reservation Status / Renewing\]](#) [\[Borrowing History\]](#)
- 2: You can register or change your contact information and the settings of the due date reminder. [\[Your Profile\]](#)

Use a room for group study in the library

[\[Group Study Room in Ookayama\]](#)
[\[Seminar Room in Suzukakedai\]](#)

Suggest a book purchase

- 1: If you want to add a book for studying to the library collection, please let us know. [\[Requesting Books\]](#)
- 2: We always welcome a book recommendation for students or classes. [\[Recommending Books\]](#)

Service Menu

Getting started	Menu	Expense	Note
<p>Registration is not necessary.</p> <p>Anyone can use whenever and wherever!</p>	<p>[Ask us]</p> <p>[FAQ] (Japanese only)</p>		<p>You don't need to log in to the TDL Online Request.</p> <p>These service are also available on our website.</p>
<p>Just Log in to the TDL Online Request.</p> <p>Register your phone number and e-mail address at [Your Profile] when you log in for the first time.</p>	<p>[Reservation] (For books included in OPAC)</p> <p>[Intercampus Borrowing] (For books in the other campus included in OPAC)</p>		<p>Once you have registered profile information, these services are available via OPAC (Catalog search) on the library website. Search a book with OPAC and click "Reserve/Order" button on the book information screen.</p>
	<p>[Borrowing and Reservation status / Renewing]</p> <p>[Borrowing History]</p> <p>[Book Review]</p> <p>[Group Study Room in Ookayama]</p> <p>[Seminar Room in Suzukakedai]</p> <p>[Requesting Books]</p> <p>[Reading Record List]</p>		
	<p>[Ordering Articles / Interlibrary Loan]</p>	Private expense	Faculty and staff need to submit an application form.
<p>Please submit an application form to register your budget code.</p> <p>* This menu is displayed only on the screen of registrants of the service.</p>	<p>[Ordering Articles / Interlibrary Loan]</p> <p>[Subscribing Journals]*</p> <p>[Subscribing Journals by proxy]*</p> <p>[Budget Usage Report]*</p> <p>[Group Study Room in Ookayama (proxy application)]*</p> <p>[Seminar Room in Suzukakedai (proxy application)]*</p> <p>[Recommending Books]</p> <p>[Recommending Books by proxy]*</p>	Public expense	
		Only Public expense	For only faculty and staff

Application Procedure

Fill in the following application form and submit it to the library.

Library website > Contact Us > Application Forms

- Budget managers: Application form for budget code registration
- Others: Application form for library services

Reception desk: **Library counter at Ookayama or Suzukakedai**

* "Application form for budget code registration" can be accepted by e-mail or intercampus mail.

* Please bring your **Tokyo Tech IC card (Student card, Staff card etc.)** when you come to the library.

Access

You can choose either one of the following ways.

- Tokyo Institute of Technology Library website http://www.libra.titech.ac.jp/welcome_e.php
--- Click "Login" under "Online Request".
- Tokyo Tech Portal http://portal.titech.ac.jp/portal_e.pl
--- Select "図書館サービス:TDL Online Request" in the menu displayed after login.

Feel free to ask us!

Library website > Contact Us > Ask Online (Ask Service)

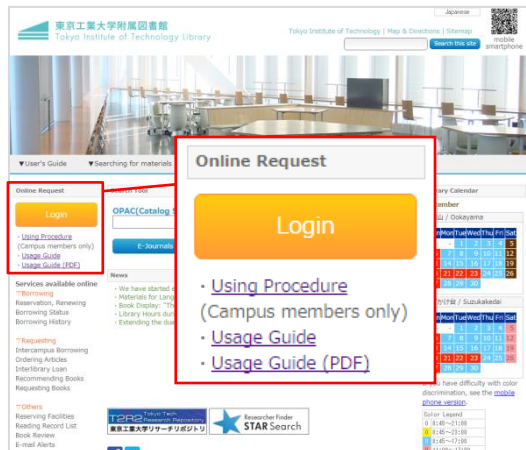
Step1: Login → Step2: Registration of contact information →

Step3: Registration of budget code

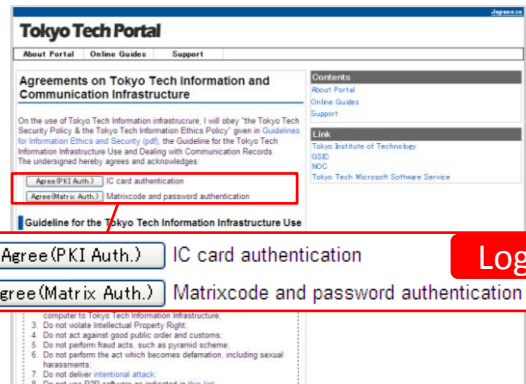
Step1: Login

You can choose either one of the following ways.

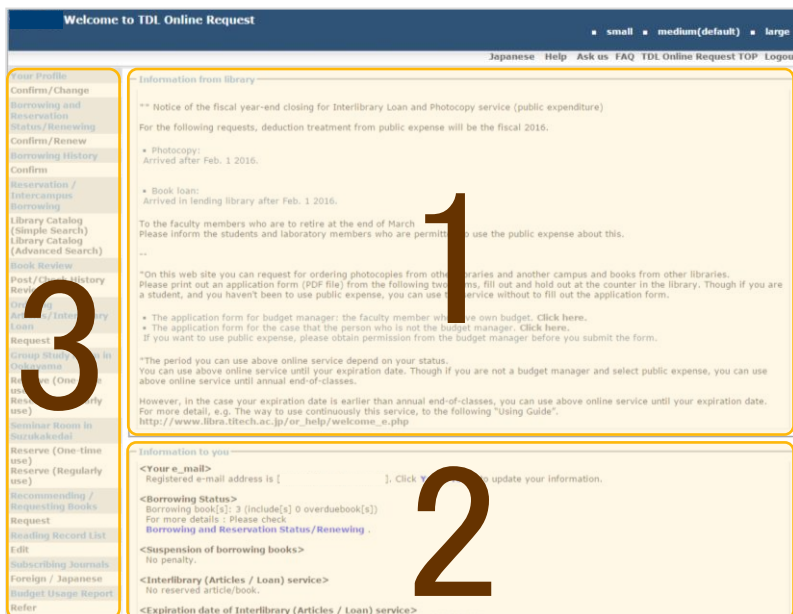
● Tokyo Tech Library website http://www.libra.titech.ac.jp/welcome_e.php



● Tokyo Tech Portal http://portal.titech.ac.jp/portal_e.pl



Opening page of TDL Online Request



1: Information from library

Information about the library to all TDL Online users.

2: Information to you

Information to you such as due dates of books and expiration date of service.

3: Service menu



The list of services you can use.

Step2: Registration of contact information

TDL Online Request Menu

Your Profile “Confirm / Change” → 

Your profile

- To change your profile, please click this button. >> 
- To change your campus or department, please submit “[Application form for library services](#)” to library counter.
- When you change the settings of services with spending budgets, click this button to print out the application form. >> 

You need to register your contact information to use the automatic lending machine in the library.



Changing your profile

- After editing the items, please click the “send” button.
- Your personal information will only be used in order to contact you from library.
- To change your campus or department, please submit “[Application form for library services](#)” to library counter.

Your profile	
ID Number	
Name	
Campus	
Faculty and Department	
Address and Phone	
Postal code	
Address	
Phone	
Cell phone	080-1234-5678
Extension	
E-mail(1)	xxxxxx.x.xx@m.titech.ac.jp
E-mail(2)	

Automatic display

① Fill in the phone number (“Phone” or “Cell phone” or “Extension”)
② Fill in the e-mail address

E-mail alerts from library		Settings	
E-mail(1)	Due date reminder: E-mail alerts before items are due to return.	Yes before 3 [day[s]]	Yes before 1 [day[s]]
	E-mail newsletters of library	No	No
	Arrival notice of your subscription journal [s]	No	No
E-mail(2)	Due date reminder: E-mail alerts before items are due to return.	No before 1 [day[s]]	No before 1 [day[s]]
	E-mail newsletters of library	No	No
	Arrival notice of your subscription journal [s]	No	No

③ Set up the e-mail alerts
④ Click “Send”

- Fill in the phone number (“Phone” or “Cell phone” or “Extension”)
- Fill in the e-mail address

- Set up the e-mail alerts
- Click “Send”



Now these services are available !

- Reservation / Intercampus Borrowing
- Borrowing and Reservation Status / Renewing
- Borrowing History
- Book Review
- Requesting Books
- Reading Record List
- Group Study Room in Ookayama / Seminar Room in Suzukakedai
- Ordering Articles / Interlibrary Loan [Pay] *Only private expense is available

Once you have registered profile information, these services are also available via OPAC (Catalog Search) on the library website

[OPAC\(Catalog Search\)](#)

Students who have been approved to extend their research period may need extra procedures.

Step3: Registration of budget code (for laboratory members)

Submit “[Application form for library services](#)” to the library counter

- You can get it from : Library website or Library counter

Please register in advance when you use lab budget (public expense) for the fee-based service.

▼ Contact Us

Ask Online (Ask Service)

Ask by phone

Application Forms

Application Forms

The following services can be used only by the members of Tokyo Tech.
*Application form for budget code registration and “Book Purchase Request Form” can be accepted by e-mail or intercampus mail. The others must be submitted at the counter by the applicant.

Inquiries: [Ask Service](#)

Th		
Name	Application form for library services	The application form for those who do not have budget. < Details and Notes >
App registration	Example < Details and Notes >	
	Application form for library services	The application form for those who do not have budget. < Details and Notes >
	Example	

*Registration is valid for one school year



Then this service is also available !

- Ordering Articles / Interlibrary Loan [Pay]
*You can choose either public expense or private expense in each order