

Subscribing Journals by proxy (International) Operation Guide

For proxy applicants and
department libraries

This manual covers procedures for performing an operation on behalf of a Budget Administrator and procedures for journals subscribed to with the budget common to departments/majors/laboratories (department libraries, etc.). Please see the manual [For Budget Administrators] if faculty member submit applications himself/herself.

People who wish to be appointed as a proxy to handle the Online Request must submit the "Application form for library services". The form can be downloaded from the following link.

[Library website > Services > Application Forms](#)

*Please check "Journal Subscription by Proxy" from the application services when completing the form.

*Application to appoint a proxy must be submitted every fiscal year. Even if you submitted this form last year, a new one must be submitted for this fiscal year.

"Subscribing Journals (International)" must be applied for by either of the following people. Applications procedures must be carried out during the reception period notified by the library. We usually accept applications around June every year.

- (1) People who wish to apply for a new subscription to an international journal
- (2) People who are currently subscribing to an international journal

The flow of operations is as follows.

1. Confirmation of the subscribed (requested) title ... p. 2 *Available at any time.
2. Application for new subscription [people applicable to (1) above] ... p. 4
3. Application for renewal or cancellation of a subscribed title [people applicable to (2) above] ... p. 6
4. Printing and submission of the application form [people who are applying for a new subscription or cancellation and who are using the same expense account (department libraries, etc.)] ... p. 8

*An application must be submitted for applications using the same expense account even if the application is only to renew the subscription.

1. Confirmation of the subscribed (requested) title

① Log in

Please log in to the [Tokyo Tech Portal](#) and select “図書館サービス:Library Service” on the list.

Tokyo Tech Portal

Notices(JPN)	Using the Portal	Online guides	FAQ
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Agreements on Tokyo Tech Information and Communication Infrastructure

On the use of Tokyo Tech Information infrastructure, I will obey "the Tokyo Tech Security Policy & the Tokyo Tech Information Ethics Policy" given in [Guidelines for Information Ethics and Security](#), the Guideline for the Tokyo Tech Information Infrastructure Use and Dealing with Communication Records.

The undersigned hereby agrees and acknowledges:

Agree(PKI Auth.)	IC card authentication
Agree(Matrix Auth.)	Matrixcode and password authentication

General Systems

- Tokyo Tech Mail
- Tokyo Tech mail auth ID
- Campus Network SSL-VPN
- Password Change
- Name Registration
- (IC card authentication) Purchase Request System
- 図書館サービス:Library Service**
- HR payroll web system
- 東工大STARサーチ (STAR Search)

② Select the service

After logging in, select “International” from “Subscribing Journals by proxy” on the service list at left.

Book Review

Post/Check History
Review List

**Ordering
Articles/Interlibrary
Loan**

Request

Group Study Room in
Ookayama

Reserve (One-time
use)
Reserve (Regularly
use)

Seminar Room in
Suzukakedai

Reserve (One-time
use)
Reserve (Regularly
use)

Recommending /
Requesting Books

Request

Reading Record List

Edit

Subscribing Journals

International /
Japanese

**Subscribing Journals
by proxy**

International /
Japanese

Information from library

*On this web site you can request for ordering photocopies from other libraries and another campus and books from other libraries.
When you use public expense, please print out an application form (PDF file) from the following link, fill out and hold out at the counter in the library.

- The application form for budget manager: the faculty member who have own budget. [Click here.](#)
- The application form for the case that the person who is not the budget manager. [Click here.](#)

If you want to use public expense, please obtain permission from the budget manager before you submit the form.

*The period you can use above online service depend on your status.
You can use above online service until your expiration date. Though if you are not a budget manager and select public expense, you can use above online service until annual end-of-classes.

However, in the case your expiration date is earlier than annual end-of-classes, you can use above online service until your expiration date.
For more detail, see the following: <https://www.libra.titech.ac.jp/en/guide/online>

Information to you

<Your e_mail>
Registered e-mail address is []. Click [Your Profile](#) to update your information.

<Borrowing Status>
Borrowing book[s]: 1 (include[s] 0 overduebook[s])
For more details : Please check [Borrowing and Reservation Status/Renewing](#) .

<Suspension of borrowing books>
No penalty.

<Interlibrary (Articles / Loan) service>
No reserved article/book.

<Expiration date of Interlibrary (Articles / Loan) service>
Your expiration date of Interlibrary (Articles / Loan) Request is 2022/03/17.

<Other message>
Nothing.

③ Select Budget Administrator's name

Select Budget Administrator's name from drop-down list, and click the "Next" button.

International Journals Subscription Request by proxy Request

User ID of applicant Name of applicant

Select a person you want to apply as proxy.

Next

④ Select budget

Select the budget from drop-down list in the upper right, and click the "Display list" button.

International Journals Subscription Request Information (Name of faculty who manage public expense :)

Budget : Display list

It's possible to request newly magazine purchase and discontinuance of current magazine.

⑤ Confirm the title that is being subscribed to (requested) with the selected budget

The title of the new subscription being requested (Part A) and the current subscribed titles (Part B) will be displayed. If such a title does not exist, the "New request" button will appear.

International Journals Subscription Request Information (Name of faculty who manage public expense :)

Choose the budget code and display the list of subscribing (requesting) journals.

Budget: Display list

Apply to subscribe for next year's International journals and unsubscribe to the current titles purchased by public expense.

【Requesting Titles】 A

※New subscription request for International journals by public expense is usually accepted around June every year.

Title / Publisher	Status	Reference Number	Application Date	
		Comment		
Comment from library				

【Subscribing Titles】 B

※New subscription request for International journals by public expense is usually accepted around June every year.

Title	Status	Contract number	This year's volumes	Price	
ACI Materials Journal	Continuance	00002644	115(1-6)		
Comment from library					

2. Application for new subscription (If not applicable, skip to 3.)

① Click the “New request”

If there is an international journal you would like to start a new subscription, click the “New request” button to apply.

【Requesting Titles】
If you wish to request for new subscription for next year, click here. >>

※If the status is “unreceived”, click the title to display the edit screen.
※New subscription request for International journals by public expense is usually accepted around June every year.

Title / Publisher	Status	Reference Number	Application Date
		Comment	
		Comment from library	

【Subscribing Titles】
Click here to continue or discontinue the subscription for next year. >>

※The price is for a reference and subjected to change. It does not represent next year’s price.
※New subscription request for International journals by public expense is usually accepted around June every year.

Title	Status	Contract number	This year's volumes	Price
ACI Materials Journal	Continuance	00002644	115(1-6)	
		Comment from library		

② Enter the information

Enter the “ISSN” (International Standard Serial Number), “Title” and “Publisher”, then click the “Send” button.

*Click the “Search OPAC” button to check the library’s holdings.

Enter the required information below, and click “Send”.

Application Date : 2018/06/20
Position :
Affiliation :
E-Mail :

Contract fiscal year : 2019

ISSN : example : 01234567
Title :
Publisher :
Comment :
765/765Byte

※For Japanese journals, make sure to specify the volume you wish to start to subscribe, and whether you wish to subscribe extra editions of the journals in the comment column.
※For International journals, the subscription will start from next year.

③ Confirm details and apply

Confirm the information you entered and click "Order" if everything is okay.

If there is no correction in the following request information, click "Order".

Application Date : 2018/06/20
Position : [REDACTED]
Affiliation : [REDACTED]
E-Mail : [REDACTED]

Contract fiscal year : 2019

ISSN : 13597345
Title : Chemical communications : chem comm
Publisher : Royal Society of Chemistry
Comment :

④ Confirm the "Reference Number"

The "Reference Number" will be shown. Click the "Display list" button to return to the first screen (①) above. If you would like another subscription, repeat steps (①) through (④).

Your request is registered as the following reference number. Click "Display list" to check the content.

Reference Number: 00009338

⑤ Confirm an email

Once the application is completed, an email with the following details will be sent to your registered email. This will serve as your receipt. Please check the details and keep it. If there is a mistake in the information or you do not receive the email, please contact the Ask Service.

[Library website > Contact Us > Ask Online \(Ask Service\)](#)

件名	Request for the foreign journal subscription
宛先	

We have received an application for a international journal subscription.

Application Date : 20180620
Budget Name : [REDACTED]
Applicant : [REDACTED]
Proxy (operator) : [REDACTED]

Application Type : Newly
Reference Number : 00009338
Year : 2019
ISSN : 13597345
Title : Chemical communications : chem comm
Publisher : Royal Society of Chemistry
Comment :

3. Application for renewal or cancellation of a subscribed title

*People who are subscribing to international journals must submit an application for renewal or cancellation for **all titles**.

- 1 Click the "Continuance/Discontinuance request"

【Subscribing Titles】
 Click here to continue or discontinue the subscription for next year. >> **Continuance/Discontinuance request**

※The price is for a reference and subjected to change. It does not represent next year's price.
 ※New subscription request for International journals by public expense is usually accepted around June every year.

Title	Status	Contract number	This year's volumes	Price
ACI Materials Journal	Continuance	00002644	115(1-6)	

- 2 Select the "Status of next year"

Click the "Confirm" button after checking the "Continuance/Cancel" for each title.

【Subscribing Titles】

Title	Status	Contract number	This year's volumes	Price	Status of next year
ACI Materials Journal	Continuance	00002644	115(1-6)		<input type="checkbox"/> Continuance <input type="checkbox"/> Cancel
ACI Structural Journal	Continuance	00002645	112(1-6)		<input type="checkbox"/> Continuance <input type="checkbox"/> Cancel
Wiley Interscience including AGU title(Online Package)	Continuance	00012422	2018		<input type="checkbox"/> Continuance <input type="checkbox"/> Cancel
Доклады Академии Наук	Continuance	00008530	460(1-6)~465(1-6)		<input type="checkbox"/> Continuance <input type="checkbox"/> Cancel

Select "Continuance" or "Cancel" for every journals and then click here. >> **Confirm**

- 3 Finalize the application

Make a final confirmation of the details you entered and click the "Apply" button if everything is okay. Please be aware that you cannot modify your application after you submit.

International Journals Subscription Request Information (Name of faculty who manage public expense:)
 Choose the budget code and display the list of subscribing (requesting) journals.
 Budget: **Display list**
 Apply to subscribe for next year's International journals and unsubscribe to the current titles purchased by public expense.

【Subscribing Titles】

Title / Publisher	Status	Contract number	This year's volumes	Price	Status of next year
ACI Materials Journal	Continuance	00002644	115(1-6)		Cancel
ACI Structural Journal	Continuance	00002645	112(1-6)		Continuance
Wiley Interscience including AGU title(Online Package)	Continuance	00012422	2018		Continuance
Доклады Академии Наук	Continuance	00008530	460(1-6)~465(1-6)		Continuance

Click "Apply" if information is correct.
 ※When "Apply" is clicked, the application of continuance/cancellation is confirmed. Please be careful that once the application is confirmed, the information cannot be modified.

Apply **Modify**

④ Confirmation an email

Once the application is completed, an email with the following details will be sent to your registered email. This will serve as your receipt. Please check the details and keep it. If there is a mistake in the information or you do not receive the email, please contact the Ask Service.

[Library website > Contact Us > Ask Online \(Ask Service\)](#)

差出人
件名 Request for continuance/cancellation of the foreign journal subscription
宛先
We have received an application for a request for continuance/cancellation of a international journal subscription.
Application date : 20180622
Budget Name : [REDACTED]
Applicant : [REDACTED]
Proxy (operator) : [REDACTED]
Application type : Cancel
Receipt number : 00002644
Title : ACI Materials Journal
Application type : Continuance
Receipt number : 00002645
Title : ACI Structural Journal
Application type : Continuance

Procedure end here for people only renewing a subscription.

If you applied for new subscription or cancellation, please move on to 4.

4. Printing and submission of the application form [people who applying for new subscription or cancellation]

*Be sure to submit an application form if you are submitting an application for new subscription or cancellation of a current subscription. Exclusively web-based applications cannot be accepted in such cases. Application forms with the seal attached and signature will become the official application form.

① Display the application form on your screen

Click the "Print application form" button.

*If the button is not displayed, make sure you placed a check for "Continuance/Cancel" for all titles.

International Journals Subscription Request Information
Choose the budget code and display the list of subscribing (requesting) journals.
Budget:
Apply to subscribe for **next year's International journals** and unsubscribe to the current titles purchased by public expense.

If you wish to **"request for new subscription"** or **"unsubscribe current titles"**, >
please make sure to submit the application form to **Tokyo Institute of Technology Library Information Management Group (L-1)**.

The request cannot be completed through Web. In order to accept the request, the official application form with your signature and seal must be submitted.
Application form is not necessary for continuous subscription. **However, department libraries must submit an application form even in the case of continuous subscription.**

【Requesting Titles】
If you wish to request for new subscription for next year, click here. >>
※If the status is "unreceived", click the title to display the edit screen.
※New subscription request for International journals by public expense is usually accepted around June every year.

Title / Publisher	Status	Reference Number	Application Date
		Comment	
		Comment from library	

【Subscribing Titles】
2018/06/22

Title	Status	Contract number	This year's volumes	Price
		Comment from library		
ACI Materials Journal	Plan of cancel	00002644	115(1-6)	

*Titles that were selected as cancellation will be shown as "Plan of cancel".

② Print out the application form

Click the "Print screen" button. Please submit the application form, signed and sealed by the faculty in the signature column (Part A), to the library.

[Mail-Box: L-1] Information Management Group, Library Division


International Journals Subscription/Cancellation Application Form

- Click "Print Screen" to print this page, check the contents and submit the form to [Tokyo Institute of Technology Library Information Management Group \(L-1\)](#)

Signature space

Budget Code :

Faculty Information :

2018 / 6 / 22 Faculty's Name  **A**

[Requesting Titles]

	Status	Reference Number	Application Date	
				Comment