# Subscribing Journals by proxy (International) Operation Guide For proxy applicants and

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 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

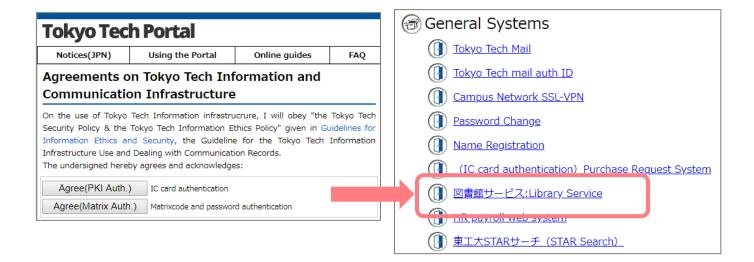
The flow of operations is as follows.

- 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

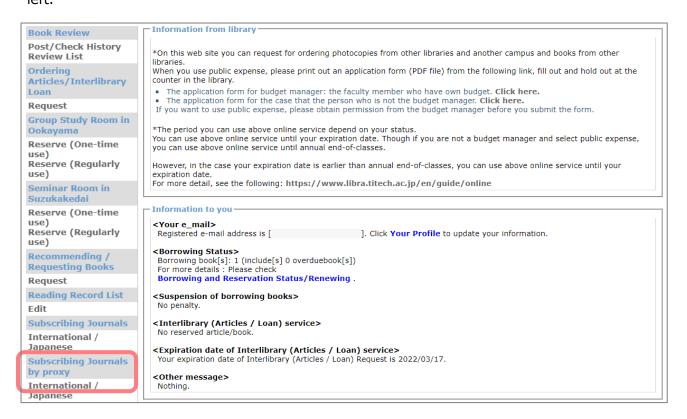
## 1 Log in

Please log in to the Tokyo Tech Portal and select "図書館サービス:Library Service" on the list.



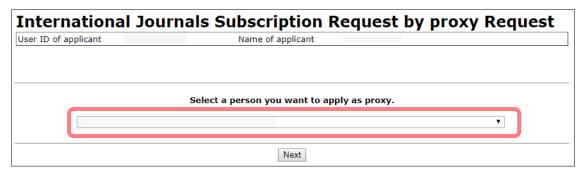
#### ② Select the service

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



3 Select Budget Administrator's name

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



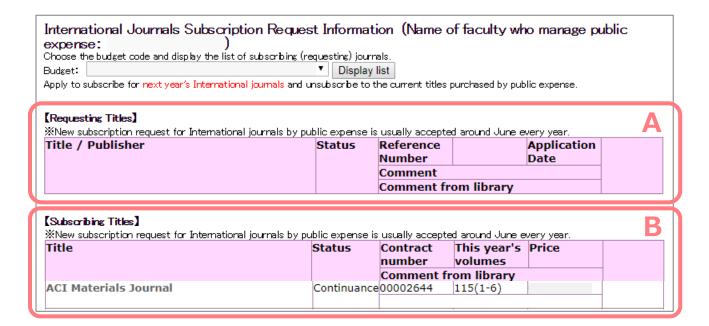
4 Select budget

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



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.



## 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.



#### 2 Enter the information

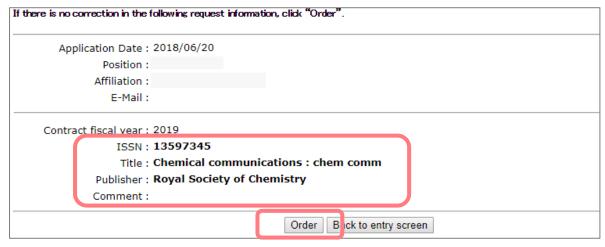
Enter the "ISSN" (International Standard Serial Number), "Title" and "Publisher", then click the "Send" button.

\*Click the "Search OPAC" button to check the library's holdings.



## ③ Confirm details and apply

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



## 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				
	Display list			

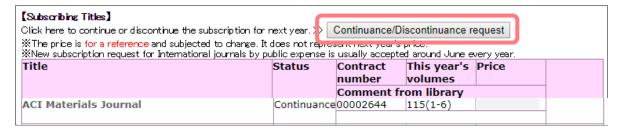
#### (5) Confirm an email

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)



- 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"



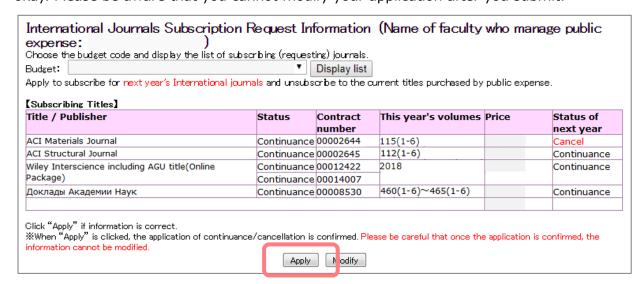
② Select the "Status of next year"

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

Title		Contract number	This year's volumes	Price	Status of next		
ACI Materials Journal	Continuance	00002644	115(1-6)		Continuance Cancel		
ACI Structural Journal	Continuance	00002645	112(1-6)		Continuance Cancel		
Wiley Interscience including AGU title(Online Package)	Continuance	00012422	2018		Continuance Cancel		
Доклады Академии Наук	Continuance	00008530	460(1-6)~465(1-6)		Continuance Cancel		
Select "Continuance" or "Cancel" for every journals and then click here. >> Confirm							

#### 3 Finalize the application

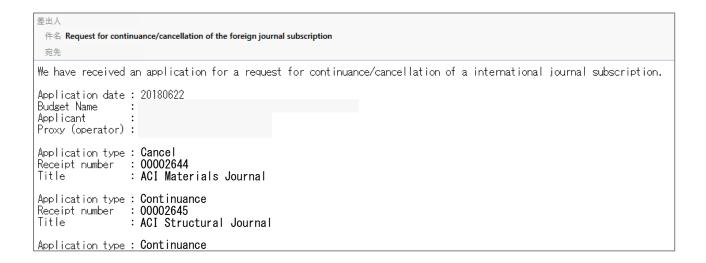
Make a final confirmation of the details you entered and click the "Apply" button if everything is okay. Please be aware that you cannot modify your application after you submit.



#### 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.

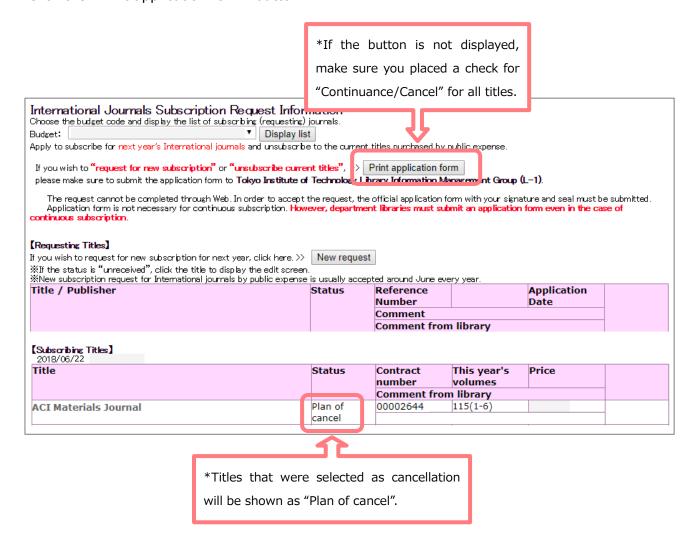
Library website > Contact Us > Ask Online (Ask Service)



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.



② Print out the application form
Click the "Print screen" button. Please submit the application from, signed and sealed by the faculty in the signature column (Part A), to the library.

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

