# Subscribing Journals (International) Operation Guide

For Budget Administrators

This is a manual for Budget Administrators to use.

If the budget is common to departments/majors/laboratories or for proxy operations, please see the manual [For proxy applications and department libraries].

In order to subscribe Journals by public expenditure, the budget code must be registered with the library in advance. Please apply from T2APPs.

## T2APPs\_Budget Code Registration for Library Services Manual

\* For those who cannot use T2APPs (e.g. Access Card users), please fill out the "Application form for budget code registration".

"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

# 1. Confirmation of the subscribed (requested) title

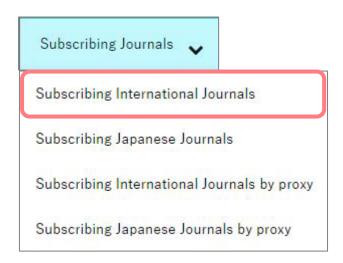
## 1 Log in

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 "Subscribing International Journals" from "Subscribing Journals" on the service list at left.



# 3 Select budget

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



④ 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"

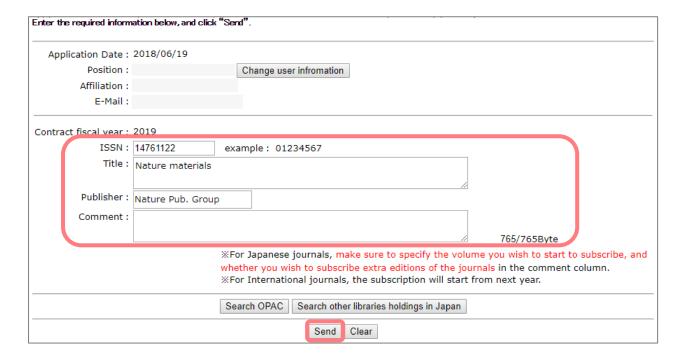
If there is an international journal you would like to start a new subscription, click the "New request" button to apply.



## 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:00009337				
Dis	play list			

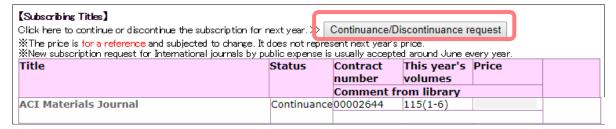
## (5) Confirm an email

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"



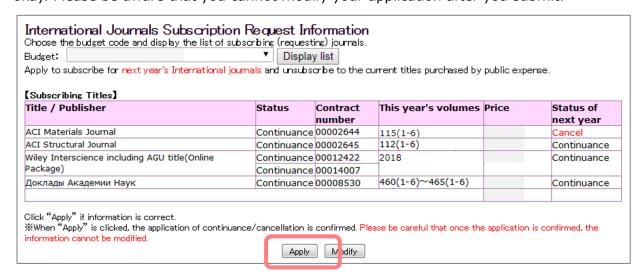
② Select the "Status of next year"

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 h	nere. >> 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

Application type : Continuance

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)