

# 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.

**Tokyo Tech Portal**

<a href="#">Notices(JPN)</a>	<a href="#">Using the Portal</a>	<a href="#">Online guides</a>	<a href="#">FAQ</a>
------------------------------	----------------------------------	-------------------------------	---------------------

### 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:

IC card authentication

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 “Subscribing International Journals” from “Subscribing Journals” on the service list at left.

Subscribing Journals ▼

- Subscribing International Journals**
- Subscribing Japanese Journals
- Subscribing International Journals by proxy
- Subscribing Japanese Journals by proxy

③ Select budget

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

**International Journals Subscription Request Information**

Choose the budget 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.

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.

**【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		A
		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	120(1-6)	0	B
		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 : 2018/06/19  
 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 : 2018/06/19  
Position :   
Affiliation :   
E-Mail :

---

Contract fiscal year : 2019  
ISSN : **14761122**  
Title : **Nature materials**  
Publisher : **Nature Pub. Group**  
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: 00009337

---

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 : 20180619  
Budget Name :   
Applicant :

Application Type : Newly  
Reference Number : 00009337  
Year : 2019  
ISSN : 14761122  
Title : Nature materials  
Publisher : Nature Pub. Group  
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**  
 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 \(Ask Service\)](#)

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 : 20180621
Budget Name : [REDACTED]
Applicant : [REDACTED]
Application type : Cancel
Receipt number : 00002644
Title : ACI Materials Journal
Application type : Continuance
Receipt number : 00002645
Title : ACI Structural Journal
Application type : Continuance