

# 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.

Faculty or staff can make applications on behalf of Budget Administrators. Please apply in advance through [T2APPs](#).

[T2APPs Library Services Registration Manual](#)

\*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.

\*If you do not have access to T2APPs, please submit "[Registration for contact information and Application for online services at public expense](#)".

"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**

Notices(JPN) Using the Portal Online guides FAQ

**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 “Subscribing International Journals by proxy” from “Subscribing Journals by proxy” 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 Administrator's name

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

Select a person you want to apply as proxy.

Library-Library 図書館業務用 図書館 雑誌
 ▼

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**

Choose the budget 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.

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.

**【Requesting Titles】**

If you wish to request for new subscription for next year, click here. >> New request

※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	A
		Comment		
		Comment from library		

**【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	B
		Comment from library			
ACI Materials Journal	Continuance	00002644	120(1-6)	0	

## 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 : <input type="text"/>
Affiliation : <input type="text"/>
E-Mail : <input type="text"/>

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Contract fiscal year : 2019

ISSN : 13597345
Title : <b>Chemical communications : chem comm</b>
Publisher : <b>Royal Society of Chemistry</b>
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 :   
Applicant :   
Proxy (operator) :

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 <b>Request for continuance/cancellation of the foreign journal subscription</b>
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 : <b>Cancel</b>
Receipt number : <b>00002644</b>
Title : <b>ACI Materials Journal</b>
Application type : <b>Continuance</b>
Receipt number : <b>00002645</b>
Title : <b>ACI Structural Journal</b>
Application type : <b>Continuance</b>