

Guide to Book Purchase Request via MyOPAC

■ How to Apply

1. MyOPAC Log in → User Service → Book Purchase Request
2. Select the budget you want to use for this Purchase Request from the pull-down menu.

Please select the budget from the following list by the symbol at the end.

•Management Expenses Grants

No symbol = Management Expenses Grants for Faculty of Agriculture, Faculty of Engineering

DA = Management Expenses Grants for United Graduate School of Agricultural Science

KY = Management Expenses Grants for common expense, BASE, Cooperative Division of Veterinary Sciences, etc.

•External Funds

IN = Research Donations

JU = Commissioned Research expenses, Commissioned Project expenses, other subsidies

KD = Collaborative Research expenses

KA = Grants-in-Aid for Scientific Research (KAKENHI)

※If you select the budget with the symbol at the end, please enter the budget name in the "Comments" box.

※When purchasing books with external funds, you need to submit a document "Application Form (for books)". Please enter the budget name or code in the "Comments" box. (Grants-in-Aid for Scientific Research (KAKENHI) → Project/Area Number, Other external funds → the project name or project code)
The library will send you the "Application Form (for books)" when books arrived at the library. Please print out and put your seal, and return it to the library. Before receiving it from the library, if you submit it, please enter the budget and "Web Order Completed" in the remarks column.

3. Click the "Send" button → The application has not been completed yet!
4. After confirming "The contents check of a books purchase" page and clicking "OK" button, the application is completed.

■ Check of Status of Book Purchase Request

MyOPAC Log in → User Service → Check of Status of Book Purchase Request

If the application status is "Not accepted", you can cancel the request. Status other than "Not accepted" cannot be canceled.

<Contact> If you have any questions, please contact us.

University Library(Fuchu): Information Management Section E-mail: tosho@cc.tuat.ac.jp (In Japanese only)