

## ○How to apply for reserving books on shelf via MyOPAC

1. Login to [MyOPAC](#) (How to login: See "[How to Use MyOPAC](#)")
2. Search for the book you want to borrow via [Online Catalog\(TUAT\)](#) and display the detailed results screen. Next, click the icon for reservation.

※Some of the items cannot be borrowed. (e.g. "Lib use only", "Missing" in the "Status" field, etc.)

※Items with "Laboratory" displayed in "Location" field, cannot be borrowed.

※Journals, reference books, and books with "Study related reference" displayed in "Location" field, cannot be reserved since the "Reserve" icon is not displayed.

In that case, visit the library and submit an application form to the service counter.

Items without "Reserve" icon are not available for reservation via MyOPAC. Please apply on-site at the service counter.

In case the book is out on loan, an email will be sent to you when it becomes available.

Location	Volume	Call No.	Barcode No.	Status	Comments	ISBN	Reserve	Restriction
Fuchu / 1st reading room general books	上	464/VT1	10723592			9784807908073		
Fuchu / 1st reading room (Study related reference)	上	464/VT1	10727184	Lib use only		9784807908073		Lib use only
Koganei / Reading room general books	上	464/VT1	60870314	Out on loan(2019.11.29Due date)		9784807908073		
Koganei / Study related reference	上	464/VT1	60797016	Lib use only		9784807908073		Lib use only

Click the icon

3. Select the receipt counter and click on "Next" button.

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To order books from other campuses, select the receipt counter that you want to receive them.  
e.g. To receive books held in Koganei at Fuchu → Select "Fuchu Library"  
e.g. To receive books held in Fuchu at Koganei → Select "Koganei Library"

Please select Receipt Counter.

Receives Counter :

Fuchu Library  
Koganei Library  
Fuchu Library(reserve books on shelf)  
Koganei Library(reserve books on shelf)

To reserve books not out on loan held in the library of your own campus, select the receipt counter with " (reserve books on shelf)" at the end.  
e.g. To receive books held in Fuchu at Fuchu → Select "Fuchu Library (reserve books on shelf)"  
e.g. To receive books held in Koganei at Koganei → Select "Koganei Library (reserve books on shelf)"

4. Click the "Reservation" button. A confirmation email will be sent to you when the item is ready. Please come to the service counter you have specified.