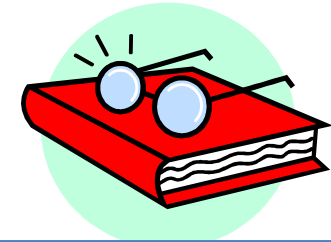


How to use Library Loan System from the Web



What is the Library Loan System?

Copies of the materials and the books themselves can be ordered from other libraries for a fee. By using My Library, you can apply for these services on the Web without visiting the library.

* You can also apply for copying of materials on Iizuka campus from the Web.

Payment at public expense

1. For students who use public expenses (application required)

- ① Ask the instructor to submit the application to the library.
- ② Receive the mail of completion of registration

2. For faculty members who use public expenses (no application required)

Please enter the budget code and budget name in the "memo" field of the request form. (If blank, the budget used last time will be automatically applied)

How to use Library Loan System from the Web

- ① Access My Library on the Library Web site or ILL form of SFX service.
- ② Enter your Kyutech-ID and Password.
- ③ Fill in the form.

What is Kyutech-ID?

The ID is mainly used in information systems for lectures, and is distributed to all students and faculty members.

Please refer to the following URL for the Kyushu Institute of Technology ID.

<http://guide.idm.kyutech.ac.jp/guide2014-idm/>

Where can I find the registration application?

You can get it from the library counter or "Online Service> ILL> Document Copy / Book Borrowing Request" on the library website.

* The expiration date is the end of the relevant fiscal year. From the next fiscal year, we will send a renewal application to the registrant.

Where can I log in

Click here to log in → <http://www.lib.kyutech.ac.jp/library/en/>

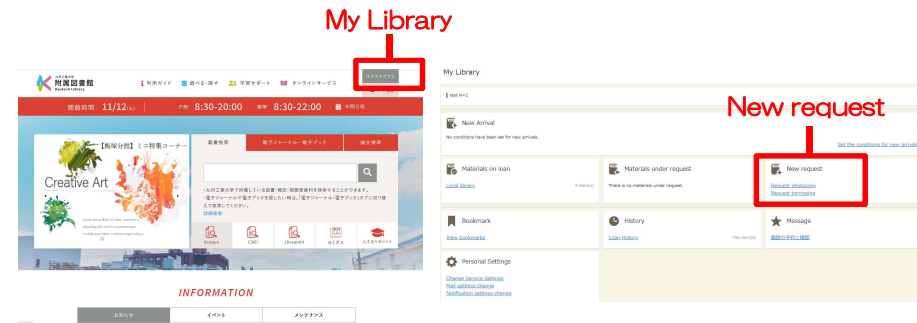
【Attention】

- Please be sure to check the collection of kyutech library before making a request.
- Students who are permitted to use the research expenses by the faculty member should enter the instructor's email address in "CC Address".
- Inquiries will be sent by email. Please check your email box after requests.

【Contact Us】

Tobata, Wakamatsu campus : tos-service@jimu.kyutech.ac.jp

Iizuka campus : tos-jphotosyo@jimu.kyutech.ac.jp



How to request photocopy

How to fill out the application

受付No.

公費による文献複写・借用依頼システム利用登録申請書 date

九州工業大学附属図書館長 殿

年 月 日

所属 Lecturers' name
氏名

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所属学生等

氏名	学生番号、職員番号	e-mail アドレス
		@mail.kyutech.jp

Research expenses or education expenses

Students whom faculty members have allowed payment of research fees (Please fill in the attached sheet if the space is not enough.)

処理日	図書館サービス係員

How to input the photocopy request

Document Photocopy Request : Input

Input Confirm Complete

Author of the paper Enter the full title of journal or book

Paper title

Journal title (Book title) (Must)

Payment section (Must) Select public expense(pb) or Private expense(pr)

Range of Request

How to send

Copy format If you select "monochrome", color pages are photocopied by monochrome.

Color / Monochrome

Library (Must)

Mail address If you are in Wakamatsu campus, check "Tobata"

CC address

Students enter your professor e-mail address.

Please click "Go to Confirmation window" button.
After you click "Fix the request" button, you can not cancel the request.
If you change your request or cancel, please contact the Library soon.