

Library Portal “MyLibrary”

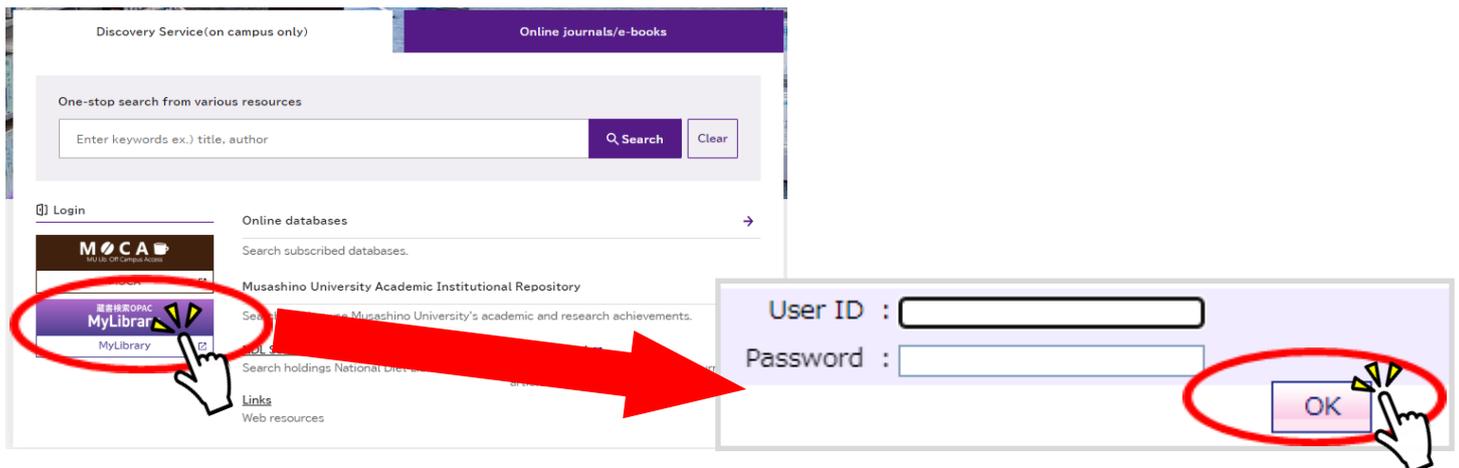
◇ MyLibrary is our web portal that provides information and resources:

- Log in/out → [p. 1](#)
 - MyLibrary features → [p. 2](#)
 - Reservation → [p. 3](#)
 - Cancelling a reservation, Renewal → [p. 4](#)
 - Inter library photocopy/loan (undergraduate students, graduate students, faculty members only) → [p. 5](#)
- ◇ Off campus access databases /e-book → [p. 9](#)

Log in/out MyLibrary

Log in MyLibrary

- ① Visit Musashino University Library web site. Click “MyLibrary Login”.



◆ Your account

[Undergraduate students, Graduate students]

User ID : Student ID no.

Password initial value: Password of MUSCAT

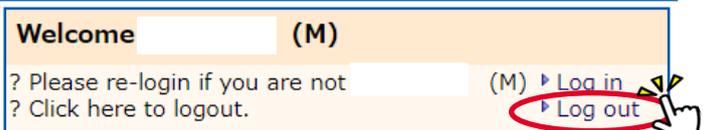
[Undergraduate students, Graduate students of the Distance Learning Division]

User ID : Student ID no.

Password initial value: Password of WBT

Log out

Please do not forget to **log out** when you finish your session.



MyLibrary Features

Your name and the library you belong to
(M) Musashino (A) Ariake

Update your account here

Log-out after your session.

Welcome (M) [Renew profile](#)

? Please re-login if you are not (M) [Log in](#)
? Click here to logout. [Log out](#)

My Library [About My Library](#)

This page is for your personal use.
When you have finished using My Library, please logout using the "Logout" button at the top of the screen.
In the worst case, if you do not logout, other people may acquire your personal information, or make requests under your name.

Information

MUCA
MU Lib. Off Campus Access

▼ Loan/reservation ▼ Purchase request ▼ ILL request
▼ My Bookshelf

[About Loan/Reservation](#)

Purchase request status [About Purchase Request](#)

Inter library loan status [About ILL Request Status](#)

ILL order status [About ILL Request Status](#)

No.	Conditions	Title/author, etc	Volume number· Month/year published	Request date
キャンセル	▶ AA00247053	00219576.Journal of chemical documentation	1(1) · 1961	2014/09/17

Personal calendar [and more](#)

2019.12

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

○...Due date □...Holding limit
●...Closed ●...Open

My URLs [and more](#)

[new](#)

My Bookshelf [About My Bookshelf](#) [About Alert Mail Sending](#)

All | 環境 | 卒論用 | 卒論

No.	Type	Date registered	Search condition /author, etc	Send alert mail	Delete
3840	Document	2019/04/22	▶ [詳細]プラスチックスーパ ベルトは警告する / チ ラ・フィリップス著； ープノウミ：キタ		

◆ My Bookshelf
Search result bookmarks
◆ Alert
Create your alert here

Usage status, renewal

Off campus access
databases/e-book

Purchase request status

Inter library loan status

Due date and pick-up due date

Add URL bookmarks

Reservation

Reservation is available for on-loan or other library items.

① Choose the calendar icon.

No.	Media	Book/Journal	Title/author, etc
1	Book		Behavioral economics : moving forward / Fabrizio Ghisellini, Beryl Y. Chang. -- Palgrave Macmillan, c2018.

Ariake:-:1階洋書 331.1||GH 12064541

② Choose the library you want to pick the item up on “Reserve” page.

Only items loan can be picked up at its holding branch.

“Book by mail” can be chosen by grad students in Distance Learning Division.

When there are some copies, select either of the followings:

- ◆ reserve the copy checkable out first
- ◆ reserve selected copy only

Log in MyLibrary if user authentication is required.

Reserve [About Reservations](#)

You can place a hold on any item that is
 : currently checked out to someone else.
 : available at another branch.
 Reference books are overnight loan only.
 You will get an email notice when items are ready to pick up.
 (Please check your spam folder)
 One reserve procedure enables to reserve only one copy.
 Reserve each volume or issue if it is published in several parts and you need some of them.

Reserve the copy checkable out first
 Reserve selected copy only

Pick up at :

③ Submit “OK”.

Behavioral economics : moving forward / Fabrizio Ghisellini, Beryl Y. Chang. -- Palgrave Macmillan, c2018.

Item name	Contents
Call number	331.1 GH
Holding ID	12064541
Location	Ariake - 1階洋書
Status	-
Number of reservations	
Due date	
Pick up at	Musashino
Methods of reservation	Reserve selected copy only

④ Placing a hold is informed by e-mail.

Placing a hold is valid for seven opening days.

Pick up the item at the information desk in the library you chose.

After it's pick-up due date, reservation will be automatically cancelled and items will go to the next user or be returned to the shelf.

Cancelling a reservation

Submit "Cancel".

Status	Title/author, etc	Loan/Reservation date	Due date/Holding limit	Cancel/Renew
Reservation	Myths of Crete and pre-Hellenic Europe / by Donald A. Mackenzie ; with ill. in colour by John Duncan. -- Gresham Pub., 1917. -- (Myth and legend in literature and art).	2020/01/06		Cancel



Cancellation is valid only when status is "Reservation".

Renewal

Submit "Renew"

Status	Title/author, etc	Loan/Reservation date	Due date/Holding limit	Cancel/Renew
On Loan	The AI advantage : how to put the artificial intelligence revolution to work / Thomas H. Davenport. -- MIT Press, c2018. -- (Management on the cutting edge / Paul Michelman, series editor).	2020/01/30	2020/02/13	Renew

The new due date will be found.

Renewal needs to be done one item at a time.

Due date is set on a designated day from the renewal time.

Due date can be renewed up to once a day.

There are limits on the number of renewals.



Renewal is not valid when as follows:

- ◆ you have at least one overdue item.
- ◆ the item you want to renew has been requested by other user.
- ◆ your maximum renewal limit has come.

Inter Library Photocopy/Loan

In this service, Musashino University Library may request libraries of other universities to send photocopies of their items or books they hold to our library upon the request.

Requests are acceptable only when the item is NOT in our library.

- ◆ **Inter Library Photocopy: Purchase a photocopy**
- ◆ **Inter Library Loan: Read the book itself via inter library loan**

Inter Library Photocopy/Loan are collectively called ILL (Inter-Library Loan).

Notes:

- ◇ Inter Library Photocopy/Loan are **charged services**.
- ◇ Check whether the required item is available in some way in our resources including online journals/e-books.
- ◇ 10 applications a day per person are acceptable.
- ◇ **Cancellation unacceptable**.
- ◇ **Inter library loan books are available in Musashino University Library only**.
- ◇ Apply ILL via MyLibrary → [p. 6](#)
- ◇ Eligibility: under graduate students, graduate students, faculty members
- ◇ Pick-up library should be the library in your campus.

Log in MyLibrary and find the alphabet after “Welcome YOUR NAME” message.

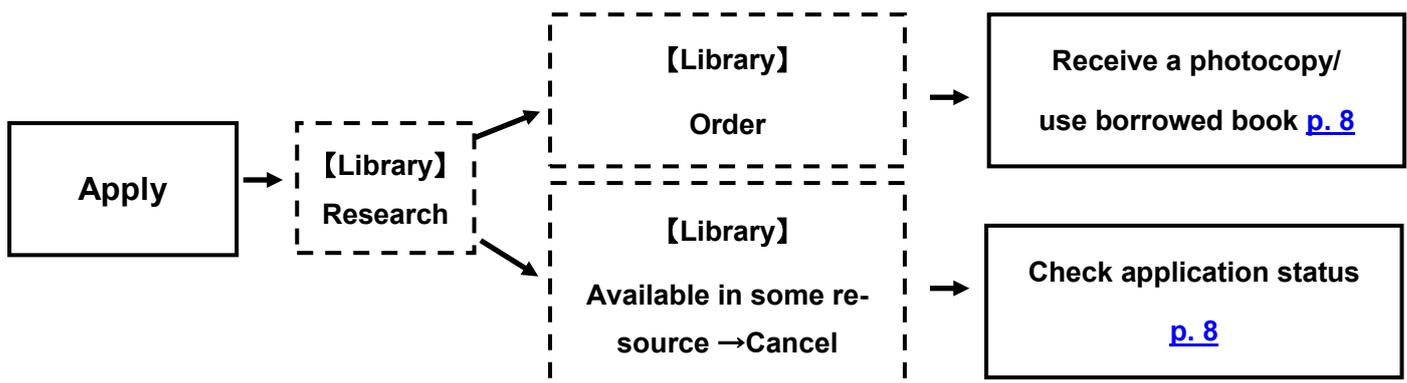
Welcome! 武蔵野 桜子 (M)さん

Your library

(M) : Musashino

(A) : Ariake

Steps



Apply ILL via MyLibrary

① Click "New request" of ILL order status.

Information



Personal calendar and more

2021.6

SUN	MON	TUE	WED	THU	FRI	SAT
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Due date Holding limit
 Closed Open

[Loan/reservation](#) [Purchase request](#) [ILL request](#)
[My Bookshelf](#)

Loan/reservation status [About Loan/Reservation](#)
[Return to Top](#)

Purchase request status [About Purchase Request](#)
[New request](#) [Return to Top](#)

ILL order status [About ILL Request Status](#)
▶ [New request](#) [Return to Top](#)

My Bookshelf [About My Bookshelf](#) [About Alert](#) [Pending](#)

No.	Type	Date registered	Search condition/title/author, etc	Send alert mail	Delete

② A blank form is displayed.

MyLibrary → ILL request

ILL request [About ILL Request Status](#)

Remember: This is a charged service. It is not allowed to cancel after you ordered.
 You are about to order an ILL request.
 Before continuing, please confirm that the document you are looking for is not in your library.

Request date : 2021.06.14

Request classification : COPY LOAN

Payment classification : pr pb

Books Journals Unspecified [Acquire data from NII CiNii Books](#)

NII record ID ※ :
Input example: AA00835277

ISBN/ISSN ※ :
Input example: 0096-3771

Journal/Book title ※ :
Input example: Science

Edition/Volume number ※ :
Input example: 324(5924)

Month/year published :
ex: 20090410

Page ※ :
ex: 236 - 238

Subject name ※ :
ex: Tersoff et al."Running Droplets of Gallium from Evaporation of Gallium Arsenide"

Comments :
受取館の希望:
 白黒/カラー(必須):
 その他の希望:

③ Fill out the application form and click “Confirm”.

***PB payment should be chosen by full-time faculty members.**

ILL request

Remember: This is a charged service. You are about to order an ILL request. Before continuing, please confirm that the item you are looking for is not in your library.

Request date : 2021.01.18

Request classification : COPY LOAN

Payment classification : pr pb

Books Journals Unspecified ▶ Acquire data from NII CiNii Books

NII record ID ※ :
Input example: AA00835277

ISBN/ISSN ※ :
Input example: 0096-3771

Journal/Book title ※ :
Input example: Science

Edition/Volume number ※ :
Input example: 324(5924)

Month/year published :
ex: 20090410

Page ※ :
ex: 236 - 238

Subject name ※ :
ex: Tersoff et al."Running Droplets of Gallium from Evaporation"

Comments : 受取館の希望 : 白黒/カラー (必須) : |
その他の希望 :

【受取館の希望】
Type pick-up library,
Musashino or Ariake

【白黒/カラー】 : for photocopy
Choose “black and white” or “color”

Do not type author here

Type Author in front of Title

Select COPY or LOAN

Confirm

④ Check your order details and click “OK”.

***Cancellation unacceptable.**

ILL request confirmed

You are about to apply with the following content. If you are satisfied with the content, please click the "Implement" button.

Request date : 2021.01.18

Request classification : COPY

Payment classification : pr

Journals

NII record ID :

ISBN/ISSN :

Journal/Book title : Waka bungaku kenkyu

Edition/Volume number ※ : 61

Month/year published : 1990

Page ※ : 45-55

Subject name ※ : TANAKA, Hatsue Teika no Genji Monogatari

Comments : 受取館の希望 : Musashino
白黒/カラー (必須) : black and white
その他の希望 :

OK Cancel

Confirm pick-up library and
“black and white” or “color” filled.

Photocopy/Loan item arrival

Price will be informed via e-mail when ordered photocopies or loan items are ready.

Pick up them at information desk in the library you chose.

- ◇ Please bring the exact amount of price since we will not able to give any change.
- ◇ Cancellation unacceptable. Payment should be made by its due date.
- ◇ **Inter-library loan books will be able to be used in Musashino University Library only.**

How to check the order status

Order status is found in MyLibrary.

- ① Click "Title/author, etc." of your ILL order status.

ILL order status					▶ About ILL Request Status
No.	Conditions	Title/author, etc	Volume number· Month/year published	Request date	
△・▽	△・▽	△・▽	△・▽	△・▽	△・▽
	引渡済	▶ 02687038.Aphasiology	22(10)・2008	2020/12/27	



- ② Reason of cancellation will be found here.

ILL request reference
Refer ILL request data.
Contact from the library : キャンセル こちらの文献は、ScienceDirectから本文を 入手できるため、キャンセルとさせていただきます。

【Explanatory notes】

申込中 : Musashino Library has not order photocopy/loan other libraries yet

依頼中 : Musashino Library has ordered photocopy/loan other libraries

保管中 : Photocopy/loan is ready

キャンセル : Order invalid for some reason

引渡済 : You have received the ordered photocopy/book

返却済 : Inter-library loan books have been returned to lender

Access databases

How to access databases



Some databases are available on campus only.

Some functions and support are unavailable on smartphones.

Off campus

- ① Use MOCA  in MyLibrary.
(Musashino University Library Off-Campus Access) .
Log in MyLibrary. → [p.1](#)
Exit databases by logging-out MyLibrary.
- ② Find a database from the list.
Refine subject and feature. → [p.10](#)
- ③ Choose title.

On campus

- ① Access [Online databases](#).

Confirm to sign out when you use and finish databases with ○ after its name.



Some databases have concurrent session limit.
Try later when your access fails.

database	<input type="text"/>				
user's guide *link is to a Japanese page.	User's guide	subject	newspaper	feature	useful for job hunting
full-text article		concurrent session	3	off-campus	○

User's guide helps you get search tips.

Items marked with ○ are available off campus.

Find/refine databases

Search from database list

The database list is alphabetical order. Drop-down options allow you to refine databases by subject or feature.

Search by database name

Enter keywords

Database name, Keyword (1 word)

Refine category, purpose, faculty

subject

company information library, information science and technology architecture

psychology education literature newspaper newspaper, journal

law environmental science social welfare economy, business

statistics, annual reports General natural science, chemistry

House of Commons Parliamentary Papers pharmacology, nursing, medical science

information of the Japanese government dictionary, encyclopedia

feature

e-Book search books search articles reference management

Video materials useful for job hunting

full-text article all available some available

faculties

Literature Global Studies Law Economics Business Administration

Entrepreneurship Data Science Human Sciences

Engineering, Sustainability Studies Engineering, Mathematical Engineering

Engineering, Architecture Education Pharmacy Nursing

Select All Clear All

Choose subject, feature and click "Filter by condition".

Contact us when you need help

Musashino Library: toshokan@musashino-u.ac.jp

Ariake Library: tosho2@musashino-u.ac.jp