



# Online Purchase Request via MyKULINE (For Faculty Members)

You can request a book via the Web!!

## 0. Introduction

In order to use the Web-based Purchase Request Service, it is necessary to meet the following conditions:

Is the material which you have requested a book?  
\*Please contact your faculty library when you request a journal as you have a request in the past.

Does the faculty library which you use the budget on have the Purchase Request Service? \* You can refer to the details on the Kyoto University Library Network website.

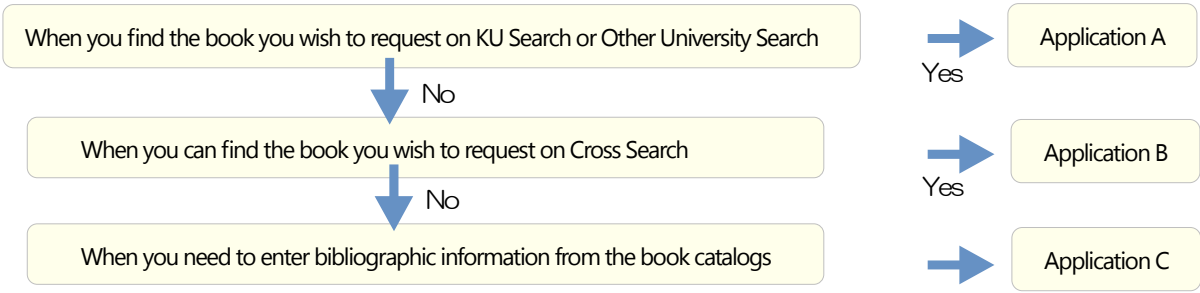
Is the user who requests a book the person in charge of the budget for a division, department or course, or the office administrator?  
\* The "user" includes the representative of KAKENHI (Grants-in-Aid for Scientific Research) or Co-researcher.

Have you submitted "Application for Purchase Request via MyKULINE" to the libraries yet?  
\*Please submit it separately even if you have already submitted "Application for MyKULINE". You can download it on the Kyoto University Library Network website.

## 1. How to apply

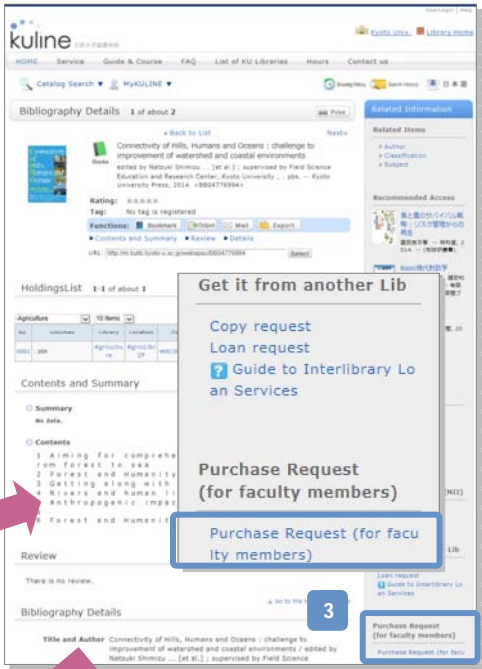
In order to request a book online, Please follow the steps below. Access KULINE, and...

\* **Kyoto University Library Network** <http://www.kulib.kyoto-u.ac.jp> >> **KULINE** <http://www.kulib.kyoto-u.ac.jp>



## Application method A -Use the bibliographic information on the result of KU Search or Other University Search-

- 1 Search the material you wish to request in the **Other Univ** or **Cross Search** tab.
- 2 Find the material on the Search Result list and click the title of the book. You will see the Bibliography Details.
- 3 Click the "Purchase Request" in the Related Information in the menu on the right of the screen.
- 4 Enter your SPS-ID/Password and **log in**.



Get it from another Lib  
Copy request  
Loan request  
Guide to Interlibrary Loan Services  
**Purchase Request (for faculty members)**  
Purchase Request (for faculty members)

**Application method B** -Use the bibliographic information on the result of Cross Search -

- 1 Search the material you wish to request in the **Cross Search** tab.
- 2 Find the material on the Search Result list and click the **Various Applications** of the book.
- 3 Click the "Purchase Request" in the Various Applications menu.
- 4 Enter your SPS-ID/Password and **log in**.

The diagram illustrates the steps for Application Method B. It shows a search for 'hills human oceans' on the MyKULINE website. A red arrow points from the search results to a 'Various Applications' menu. Another red arrow points from the 'Purchase Request (for faculty members)' option in the menu to a login page for Kyoto University. A third red arrow points from the login page back to the search results page.

**Application method C** -Enter bibliographic information -

- 1 Click the "**Purchase Request**" in the menu on the left on the KULINE initial page.
- 2 Enter your SPS-ID/Password and **log in**.

The diagram illustrates the steps for Application Method C. It shows the MyKULINE initial page with a red box around the 'Purchase Request (for faculty members)' option in the left-hand menu. A red arrow points from this option to the login page for Kyoto University.

**When you are unable to log in to the Purchase Request service...**

Have you already submitted "Application for Purchase Request via MyKULINE" to the library? You need to submit it separately from "Application for MyKULINE".

Are you a faculty or staff member and a budget manager for a division, department or course? You cannot log in to this service unless you are registered faculty and staff as a school personnel in our library system.

Does the faculty library which you use the budget on have the Purchase Request Service?

If you have any question, please feel free to ask **the faculty library** or the following contact.

**Kyoto University Library Network > Section on Technical Service**

E-mail : ram\_at\_mail2.adm.kyoto-u.ac.jp (at\_ → @ ) / Tel : 075-753-2647

Also please refer to the following website.

**Section on Technical Service > Service > Online Services > Guide to Purchase Request for Materials via MyKULINE**

[http://www.kulib.kyoto-u.ac.jp/modules/service/index.php?content\\_id=70](http://www.kulib.kyoto-u.ac.jp/modules/service/index.php?content_id=70)

## 2. Entry Request Information

**Purchase Request**

You can make an purchase request for materials.

\*In principle, you can't purchase journals via MyKULINE.  
If you would like to make a request, please contact your faculty library.

Select Request Conditions ▶ **Request Information Entry** ▶  
Request Confirmation ▶ Request Completion Notification

**Request Information Entry**

Enter the following information and click the "Submit" button.

\* indicates required items.

When you fill material information in the blank without using search results, please write the "Title and ISBN" or the "Title, Author and Publisher".

**1. Enter (Confirm) the material information.**

**1** \* Title :

Volumes:  ISBN:

Author:  Publisher:

Edition area:  Year:

Price:  \* Bib. Authority :

Please write down where you found the book you request in the column of "Bibliographic authority". (e.g. in bookstore xxx catalog, on bookstore xxx website)

**2. Enter (Confirm) the following client information.**

<p>User</p> <p>User type: <input type="text"/></p> <p>Library: Main Library</p>	<p>Name</p> <p>Department: AD6</p> <p>Exp. Date: 2040/3/31</p>
---	--

Specify the mail address used to receive confirmation email.

Normal email  Mobile email

\* If a mobile email address is specified, confirmation email will be phone screen before being sent.

\* E-mail :

\* Change Email:

\* Email(confirm):

\* Phone No. :

\* Another Phone No.:

**3. Select the following budget.**

**3** \* Budget : Please select

Project Code:

\* Use Period: 1 year and over (assets)

When you cannot find the Project Code you want to select from the pull-down menu, you can just leave it without choosing any and write down the one you want to use in the column of "Remarks".

**4. Enter (Confirm) the following request details.**

**4** \* Order Lib : Please select  Request Date: 2014/7/15

Quantity:

When you select the "Library in charge of ordering", please select the library in charge of the budget you choose to use. When you cannot find the library which you want to select from the pull-down menu, please contact your faculty library.

**5. Notes**

**5** Remarks:

Please write down new Project Code as here.

**1** Enter the information about the material.

- The information about the material is automatically input when you use the bibliographic information on the result of KULINE search. (Application A/B)
- Bib. Authority indicates required items.** Please write down where you found the book you request in the column of "Bibliographic authority".
- When you fill material information in the blank without using search results, please write the "Title and ISBN" or the "Title, Author and Publisher".

**2** Enter the user information.

- The mail of Request Completion Notification is sent to the e-mail address** you selected and input here (all requests collectively once every 30 minutes). We also use the e-mail address when we inform you that you can pick up the book you requested or when we inquire about your request.
- Please select "Computer email" or "Mobile email" according to the size of e-mail you wish to receive.
- You can see E-mail addresses and phone numbers which you had registered when you used MyKULINE before in "E-mail" and "Phone No.". Please select one from the pull-down menu.
- When you cannot see the e-mail address or the phone number you wish to select, please input each in "Change E-mail" and "Another Phone No.". Your contact information which you have registered in our library system doesn't change even if you input your new contact information here.

**3** Select the budget information.

- Budget** : Another window will open when you click "Select Budget". Please select the budget you want to use for this Purchase Request. When you cannot find the budget you want to use, please contact the library in charge of the budget.
- Project** : Please select the project code. When you cannot find the Project Code you want to select from the pull-down menu, you can just leave it without choosing any and write down the one you want to use in the column of "Remarks".
- Use Period** : If you are going to use the book you request for one year and over, please select "assets". If you are going to use it less than 1 year, please select "expenses". Please contact the library in charge of the budget, when you don't know about the period of use.

**4** Select the order library and input the quantity.

- The order library is the library in charge of the budget you had selected in the Column 3.** When you cannot find the Order Library you want to select from the pull-down menu, please contact the library in charge of the budget.

**5** Write in the Note column.

- When you cannot find the Project Code you want to select from the pull-down menu in the Column 3, please write down new one here.
- When you want to ask the order library anything, please write that down here.

### 3. Confirm Request Information and Complete Request

**Purchase Request**

You can make a purchase request for materials.

\*In principle, you can't purchase journals via MyKULINE.  
If you would like to make a request, please contact your faculty library.

Select Request Conditions > Request Information Entry > **Request Confirmation** > Request Completion Notification

When you see the screen display with Request Confirmation, please check the request information. If everything is correct, please click the "Submit". If there are any mistakes, please click the "Back to Entry" and correct them.

Submit    Back to Entry

**Purchase Request**

You can make a purchase request for materials.

\*In principle, you can't purchase journals via MyKULINE.  
If you would like to make a request, please contact your faculty library.

Select Request Conditions > Request Information Entry > Request Confirmation > **Request Completion Notification**

Please click the "Print", if you want to keep a copy of the request.

When you can see the Request Completion Notification screen, the whole process is completed. When you want to finish the request, please click the "Close". When you want to continue the request for another volume of the same book, please click the "Continue".

Close    Continue

**If you want to make a cancellation of your request, you cannot do that via the Web. Please contact the order management library.**

### 4. Confirm Request Progress

You can see the information and the progress of the books you have requested via MyKULINE.

1. Home page navigation

2. Shibboleth Identity Provider Login

3. MyKULINE menu selection

4. Purchase request status column

**Your Library Record**    My Folder    New Arrival Alert

**Purchase request list**    1 - 6 of about 6

Your Library Record > Purchase request list

You can check the status of requests. If you would like to cancel a request, please contact the "Order Lib".

No	Status	Order Lib	Request date	Bibliography information
1	Cancel	agriculture	2014/03/25	Sams teach yourself TCP/IP in 24 hours / Joe Casad... 2012
2	Ordered	agriculture	2014/03/25	...
3	Rejected	agriculture	2014/03/27	Essential細胞生物学 / Bruce Alberts [ほか] 著 ; 青山聖子 [ほか] 訳. -- 南江堂, 2002.9. -- (機張子)
4	Preparing for order	agriculture	2014/05/02	基礎電子力学 / 大野 浩典. -- 丸善, 2002.9. -- (機張子)
5	Preparing for order	agriculture	2014/05/28	スペインと日本 / 川成洋, 田成洋, 田成洋 編. -- 丸善, 2006. -- (機張子)
6	Preparing for order	agriculture	2014/06/17	test / test

When you click the title of Bibliography information, you can see the Purchase request details screen. You can check the project code, the period of use and the remarks, which you cannot see on the Purchase request list screen.

The content you can see in the "Status" column

Status	Content
Preparing for order	You make a request and before the library places the book order with bookstores.
Ordered	The library orders the books and before the books are delivered.
Arrived	The books are delivered and accepted.
Cancelled	The library cancelled your request.
Rejected	The request was rejected because the book you requested is running out of stock.

- You cannot cancel your request via MyKULINE.
- When you click the "Delete from List", you can delete the record from the list. However, you cannot delete the record in the status of "Preparing for order".
- We contact you by e-mail about the notification of the book arrival and the request cancellation.