

Instruction for Online Book Purchase Request

1. Access and log in to Online Book Purchase Request Form

Access the library website (<https://www.lib.kyushu-u.ac.jp/en>), log in to “My Page” with your own SSO-KID, to go to Book Purchase Request form.

The screenshot shows the Kyushu University Library website. In the top right corner, the "My Page" link is highlighted with a red box. A blue arrow points from this link to a login form titled "九州大学 Kyushu University SSO system シングルサインオンシステム". The form contains the following elements:

- 九州大学全学共通ID(SSO-KID)でログインして下さい。
- SSO-KID:
- Password:
- このサービスへの属性送信の同意を取り消します。
- A red box highlights the "Log in with SSO-KID" button.

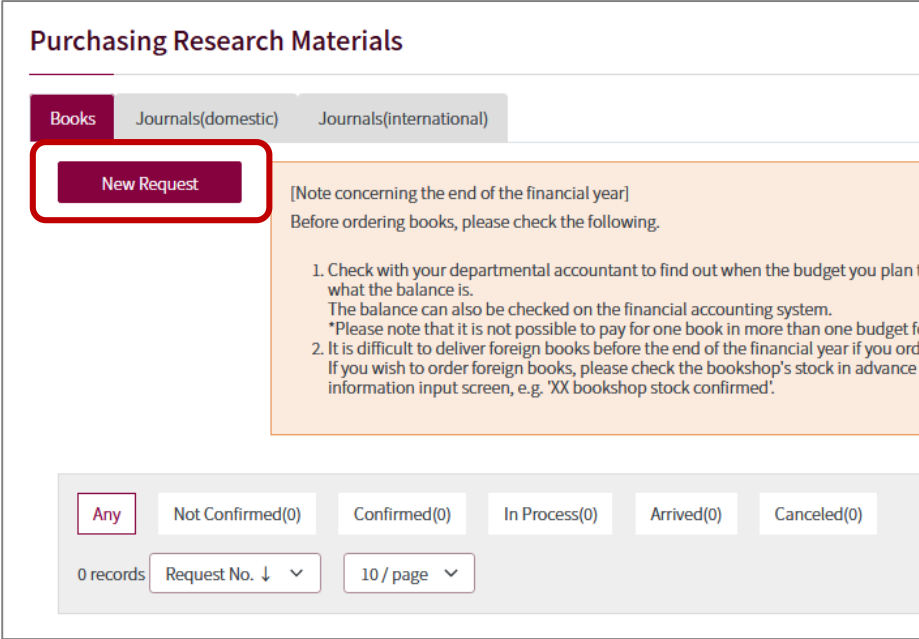
A blue arrow points from the "Log in with SSO-KID" button to the "Purchasing Research Materials" link in the "マイページ" (My Page) sidebar. This link is also highlighted with a red box. A "Click" label with a red box and arrow points to this link.

The "マイページ" sidebar contains the following links:

- [Borrowing / Renewal \(4\)](#)
- [Reservation \(1\)](#)
1 books are prepared.
- [Borrowing History](#)
- [Book Purchase Request \(0\)](#)
- [Facility Reservation](#)
- [Interlibrary Loan \[including fee based services\] \(0\)](#)
- [Issuing a letter of introduction](#)
- [Purchasing Research Materials](#)
Books (0)
- [Journals \(0\)](#)

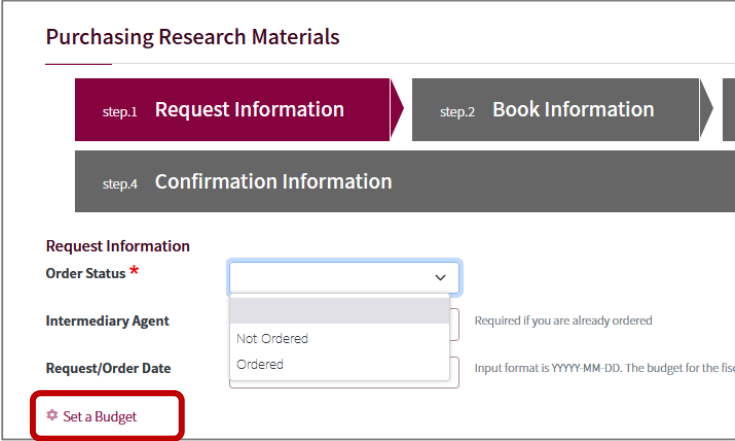
2. Complete Book Purchase Request Form

Click “New Request”.



Step 1. Request Information.

Select, or fill in “Order Status”, “Intermediary Agent”, “Request/Order Date”, and “Set a Budget”.



Order Status
If you have already ordered to a supplier or the books have already been delivered to you directly from a supplier, select “Ordered”.

Intermediary Agent
If you select “Ordered” above, be sure to fill in the supplier name.

The request form is switched to “ASK” accounting system’s login



Log in with ASK ID and Password
to select an applicable budget.
(ASK system is in Japanese.)

ASK's budget selection screen is displayed, click“検索(Search)”.

予算選択

組織 ▶ 実行所官 ▶ OAXU01 共通 (中央図書館)

所管 ▶ OAXU01 共通 (中央図書館) 執行目的 ▶ 2012MCOA02 支)図)指定図書

プロジェクト ▶ 図書費

財源 ▶ 101200000 図書

目的 ▶ 2012MCOA00 支)附属図書館特定事項 項目説明 各項目にフォーカスをあてると説明が表示されます。

1 検索 3 登録

2 Available budgets are displayed. Check the balance and others, select one.

The selected budget is displayed.

月	財源	目的	形態別科目	現額予算	執行	依頼ベース
(OAXU01) 共通 (中央図書館)	(101200000) 授業料/自己収入	(2012E02000) 電子データベース経費				
(OAXU01) 共通 (中央図書館)	(101200000) 授業料/自己収入	(2012E04000) 図書館経費 (臨時的・経常的)				
(OAXU01) 共通 (中央図書館)	(101200000)	(2012EC2000)				

Purchasing Research Materials

step.1 Request Information step.2 Book Information step.3 Applicant Information step.4 Confirmation Information

Request Information

Order Status * Not Ordered

Intermediary Agent

Request/Order Date 2023 / 03 / 14

Set a Budget

SHOKAN	OAXU01	共通 (中央図書館)
SHOKAN_S	OAXU01	共通 (中央図書館)
PROJECT		
ZAIGEN	101200000	授業料/自己収入
MOKUTEKI	2012MCOA00	支)附属図書館特定事項
MOKUTEKI_S	2012MCOA05	支)図書館
KEITAI		
KEITAI_S	01040	図書費
KAMOKU	011711	図書
IRAI_TANTO	1000011118	図書受入係 8・附属図
IRAI_BUMON	OAX01	附属図書館 (中央館)

Next

ASK's budget selection screen is switched back to the Book Purchase Request form.

The budget selected in ASK system is set.

Check the input, and click “Next”. → To Step 2 Book Info.

Step 2. Book Information.

① Fill in the book information fields.

(* indicates a required field.)

Book Information

ISBN Automaticall
By ISBN

- If you know the ISBN, after entering the ISBN, click the "Automatically Input By ISBN" button.
- If the data is registered in [OpenDB](#), the bibliographic information will be automatically entered.

Title *

Author

Publisher

Publication Year

Edition

Quantity *

Price

If more than one exists, please enter the total amount.

Location Name *

I won't purchase the book if it is already held in the location.

Accounts *

Source Site

Notes

Add a Book

Title/Author/Publisher/Edition/ISBN

Title is required. As for other fields, the more input, the better.

Source Site

If you refer to any supplier's catalogs or other websites, enter the catalog number or the URL.

Quantity

If you order a series of books, enter "1".

Price

If you know the price, enter it. (It will be deducted from the budget on the ASK system.)

Location Name

Select an applicable location.

Accounts

Equipment: Book as a university asset

Expenses: Book as a consumable

Notes

If you have any other comments, like "rush order", write here.

② Click "Add a Book".

- ③ The title of the added book is displayed in the upper right of the screen, within the “Added Books” frame. If you would like to order more than one book with the same budget, repeat the same steps from ① to ②.

Purchasing Research Materials

step.1 Request Information → **step.2 Book Information** → step.3 Applicant Information

step.4 Confirmation Information

Book Information

ISBN Automatically Input By ISBN

- If you know the ISBN, after entering the ISBN, click the "Automatically Input By ISBN" button.
- If the data is registered in [OpenDB](#), the bibliographic information will be automatically entered.

Added Books

The Hero with a Thousand Faces

Edit Copy Remove

Next

Icons within the “Added Books” frame

Edit Can modify the added book's information

Copy Can use in another book request.

Ex.) Can copy a vol.1 request to add a vol.2 one.

Remove Can remove the added book.

- ④ After you add all the book information, click “Next” within the “Added Books” frame. → To Step 3.

Purchasing Research Materials

step.1 Request Information → **step.2 Book Information** → step.3 Applicant Information

step.4 Confirmation Information

Book Information

ISBN Automatically Input By ISBN

- If you know the ISBN, after entering the ISBN, click the "Automatically Input By ISBN" button.
- If the data is registered in [OpenDB](#), the bibliographic information will be automatically entered.

Added Books

The Hero with a Thousand Faces

Edit Copy Remove

Next

Step. 3 Applicant Information.

Fill in your contact information. The library may ask more detail if necessary.

Purchasing Research Materials

step.1 Request Information

step.2 Book Information

step.3 Applicant Information

step.4 Confirmation Information

E-mail

Phone

Back
Next

- Some information is set as default by the library system.

Step 4 Review

Review the information from Step 1 to Step 3.

Purchasing Research Materials

step.1 Request Information

step.2 Book Information

step.3 Applicant Information

step.4 Confirmation Information

Review

Request Information

Modify

Order Status Not Ordered
Intermediary Agent
Request/Order Date 2023-03-14
SHOKAN 只读 (中央図書館)(OAXU01)
SHOKAN_S 只读 (中央図書館)(OAXU01)
PROJECT 0
ZAIGEN 授業料/自入収入(101200000)
MOKUTERU 支那経典書物特定(非)印(2012MCOA04)
MOKUTERU_S 支那経典書物特定(非)印(2012MCOA05)
KEITAI 0
KEITAI_S 圖書書(01040)
KAMOKU 圖書(011711)
IRAI_TANTO 圖書受入係B・経理用(100001)118
IRAI_BUMON 経理用図書 (中央館) (10001)

Book Information

Modify

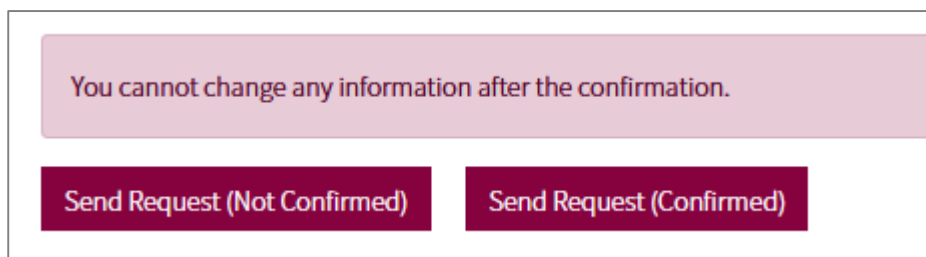
The Hero with a Thousand Faces

Detail

ISBN 9781577315933

If you would like to modify, click "Modify" to go back to each step.

After reviewing, click “Send Request (Confirmed)”, then the library receives it and starts processing.



The screenshot shows a rectangular box with a light purple header containing the text "You cannot change any information after the confirmation." Below the header are two dark purple buttons with white text: "Send Request (Not Confirmed)" on the left and "Send Request (Confirmed)" on the right.

“Send Request (Not Confirmed)”

- You secure only the budget on the ASK accounting system.
Be sure to click “Send Request (Confirmed)” later.

Note that a confirmed request cannot be canceled online. If you need to modify, contact the office in charge of purchasing books at the library supporting your faculty.