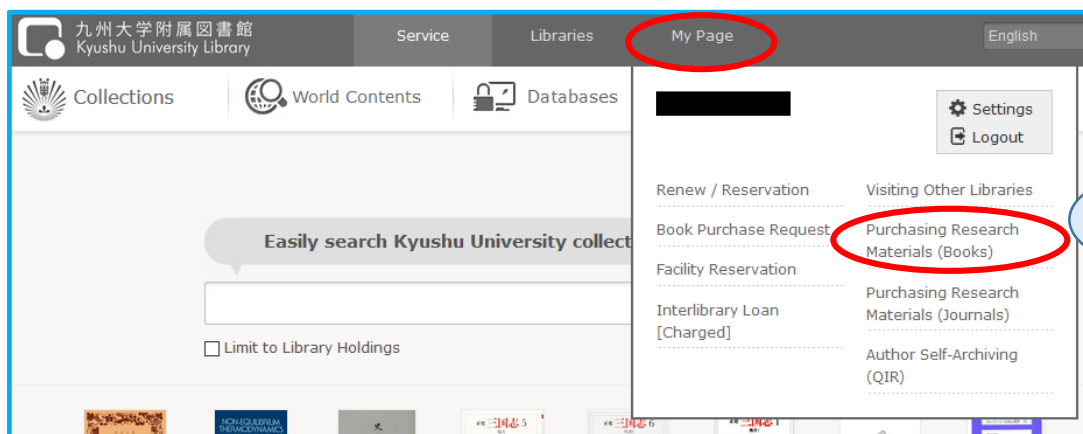
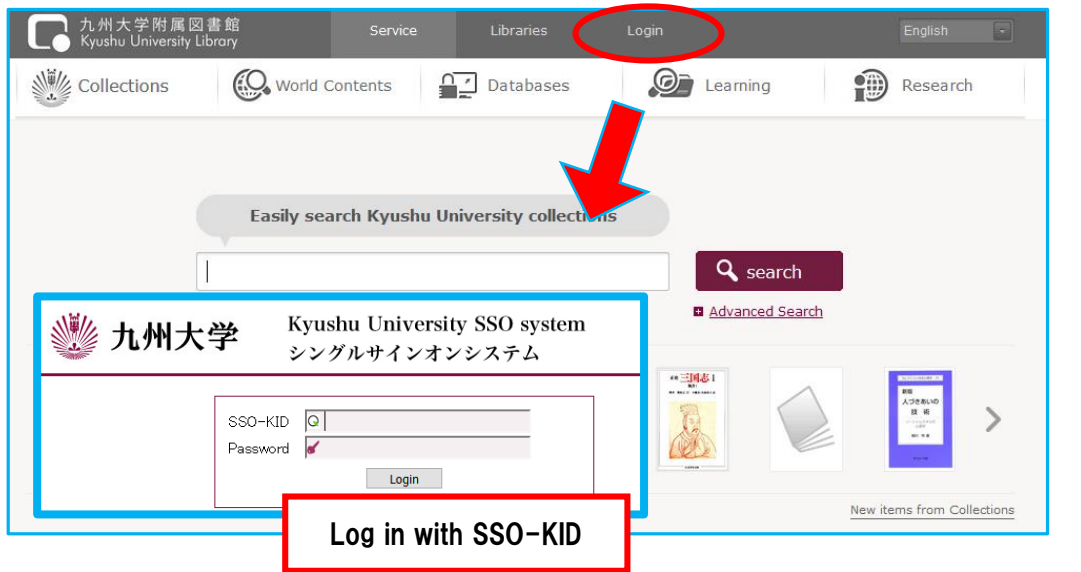


Instruction for Online Book Purchase Request

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.



2. Complete Book Purchase Request Form

Click "New Request".

The screenshot shows the Kyushu University Library website. At the top, there is a navigation bar with '九州大学附属図書館 Kyushu University Library', 'Service', 'Libraries', 'My Page', and 'English'. Below this is a header for 'Purchasing Research Materials' with a 'User Guide' link. There are three tabs: 'Books', 'Journals(domestic)', and 'Journals(international)'. The 'New Request' button is circled in red. Below the tabs, there are status filters: 'Not Confirmed (0)', 'Confirmed (0)', 'In Process (0)', 'Arrived (0)', and 'Canceled (0)'. A pagination bar shows '0 records', '1 / 0 Pages', and '10 / page'. There is also a 'Request No.' dropdown and an 'Old Request' link.

Step 1. Request Info.

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

The screenshot shows the 'New Request' form. It has two steps: 'step.1 Request Info.' and 'step.2 Book Info.'. The 'Order Status' field is a dropdown menu with 'Not Ordered' selected. The 'Intermediary Agent' field is a text input with 'Ordered' selected. The 'Request/Order Date' field is a text input. The 'Set a Budget' button is circled in red. Below these fields are 'SHOKAN' and 'SHOKAN_S' fields.

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 screen

The screenshot shows the 'Accounting System for Kyushu university' login screen. It has a title bar and a main content area with a yellow box containing the text 'ユーザーIDとパスワードを入力してください' (Please enter your user ID and password). Below this are fields for 'ユーザーID' (User ID) and 'パスワード' (Password), and a 'ログイン' (Login) button. A callout box explains the login process.

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 [ASK] (Select a budget).

★ 予算科目入力 ★

予算を選択する

※予算が多数ある場合は所管コードを入力後、予算を選択してください。

所管	0AXU01	共通 (中央図書館)	執行所管	0AXU01	共通 (中央図書館)
プロジェクト			執行目的	2012MCOA05	支)図)ｼﾗﾊﾞｽ
財源	101200000	授業料/自己収入			
目的	2012MCOA00	支)附属図書館特定事項			
形態別科目					
勘定科目					

The selected budget is displayed.

登録

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



Order Status *

Intermediary Agent

Request/Order Date *

Set a Budget

SHOKAN	0AXU01	共通 (中央図書館)
SHOKAN_S	0AXU01	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)ｼﾗﾊﾞｽ
KEITAI		
KEITAI_S	01040	図書費
KAMOKU	011711	図書
IRAI_TANTO	1000011111	図書受入係1・図
IRAI BUMON	0AX01	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 Info.

① Fill in the book information fields.

(* indicates a required field.)

step.1 Request Info. step.2 Book Info.

Book Information

Title *

Author

Publisher

Publication Year

Edition

ISBN

Source Site

Quantity *

Price

Location Name *
 I won't purchase the book if it is already held in the local collection

Accounts *

Notes

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

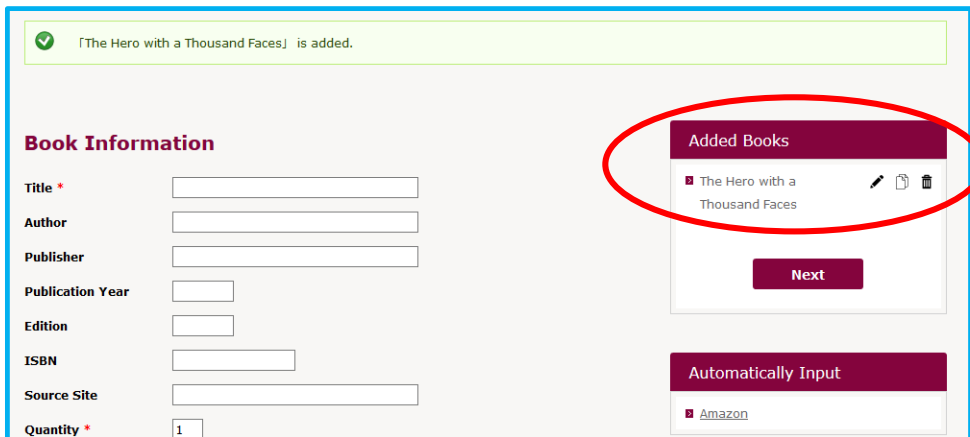
Expenses: Book as a consumable

Notes




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

② Click "Add a Book".

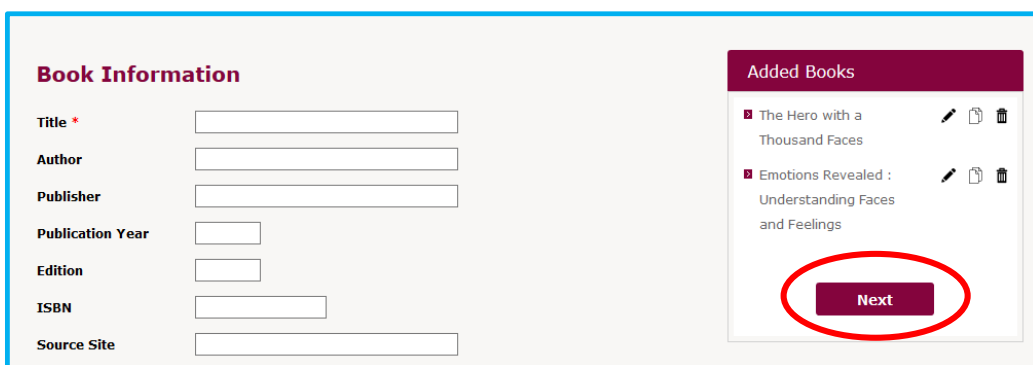
③ The title of the added book is displayed in the upper right of the screen, within the “Added Books” frame. If you would like to order more than one book with the same budget, repeat the same steps from ① to ②,



Icons within the “Added Books” frame

-  Can modify the added book's information.
-  Can use in another book request.
Ex.) Can copy a vol.1 request to add a vol.2 one.
-  Can remove the added book.

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



Step. 3 Contact

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

The screenshot shows a progress bar at the top with four steps: step.1 Request Info., step.2 Book Info., step.3 Contact (highlighted in red), and step.4 Review. Below the progress bar, the 'Contact method*' section has two radio buttons: 'E-mail' (selected) and 'Phone'. The E-mail field contains a redacted email address followed by '@m.kyushu-u.ac.jp'. There are 'Back' and 'Next' buttons at the bottom.

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

Step 4 Review

Review the information from Step 1 to Step 3.

The screenshot shows the 'Review' page with three sections: Request Information, Book Information, and Contact Information. Each section has a 'Modify >' button highlighted with a red dashed box. A red dashed line connects these buttons to a callout box on the right that says: 'If you would like to modify, click “Modify” to go back to each step.'

Request Information

Order Status	Not Ordered
Intermediary Agent	
Request/Order Date	2018-06-27
SHOKAN	共通 (中央図書館) (OAX)
SHOKAN_S	共通 (中央図書館) (OAX)
PROJECT	
ZAIGEN	授業料/自己収入 (101200000)
MOKUTEKI	支)附属図書館特定事項 (2012MCOA00)
MOKUTEKI_S	支)図書購入 (2012MCOA05)
KEITAI	
KEITAI_S	図書費 (01040)
KAMOKU	図書 (011711)
IRAI_TANTO	図書受入係1・図 (1000011111)
IRAI BUMON	附属図書館 (中央館) (OAX01)

Book Information

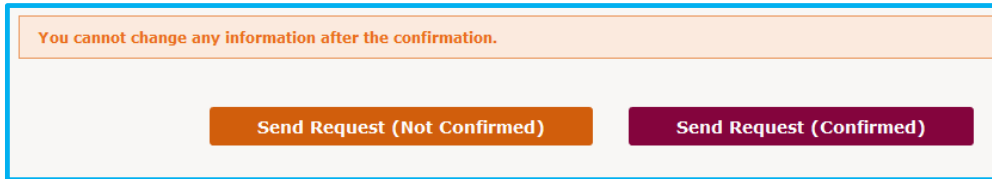
The Hero with a Thousand Faces
→ [Detail](#)

Emotions Revealed : Understanding Faces and Feelings
→ [Detail](#)

Contact Information

Contact Details: [Redacted]@m.kyushu-u.ac.jp

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



You cannot change any information after the confirmation.

Send Request (Not Confirmed) Send Request (Confirmed)

“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.