Application for MyKULINE

- Before filling out the application, please read carefully all instructions.
- This is the application for Kyoto University Library Network Online Services (MyKULINE).
- Online services (MyKULINE) enable you to renew or reserve books, and request Interlibrary Loans through the website.
- If you would like to make requests at PUBLIC expense, please submit "Application for MyKULINE" to your faculty library (not main library).
- In order to use library online services, it is necessary to acquire both of the following,
 - ⇒Student card (undergraduate and graduate students); staff card (full-time staff); Authentication IC Card (part-time staff); library card (other users).
 - ⇒ECS·ID: an account issued by the Institute for Information Management and Communication (i.e.a00*****), or SPS-ID: an account used as the Kyoto University Groupware ID, which will serve as a login ID.
- Please present this form with student card/staff card/library card in person to those libraries which accept applications.
- All personal information will be used exclusively for library services.
- Please be sure to **logout**, especially when using public computers.

■ Please fill out the following information.					
ECS-ID (8 digit:a0*****) SPS-ID (taro123kyoudai)					
Student ID (10 digit) Staff ID (9 digit) Library Card ID (13 digit) [Please fill in your ID from the left.]	□Student ID □Staff ID □Library Card ID				
Name					
Name(Furigana)					
Faculty	LET, EDU, LAW, ECO, SCI, MED, PHS, ENG, AGR, HES Other (
TEL	— — /Extension				
	Please write clearly.				
E-MAIL	@				
	\square I would like to make an Interlibrary Loan request at PUBLIC expense.				
Notes	Person in charge of payment Signature				
For office use only.					
入力館:	入力日:				
予算部署コード	□ 利用者情報 予算部署, ユーザ3に入力 □ 予算管理>ILL用予算を作成				

Guide to Online Services (MyKULINE)

Overview

Online services (MyKULINE) enable you to renew or reserve books, and request Interlibrary Loans through the website. The following services are currently available online.

Online Services (MyKULINE)				
Services	Services Description			
	The following services are available (through MyKULINE):			
Charlet ihuan Chatrin	- Checking library status, personal information, library news.			
Check Library Status	- Renewing books (only once).			
Check Personal Information	- Checking the status of Interlibrary Loan requests.			
	- Canceling Interlibrary Loan requests.			
Book Renewal	* When you extend through MyKULINE the due date of books you borrowed, the due date			
	will be updated, starting from the renewed date. Please note that such online renewals do not			
	extend the original due date.			
Email Due Date Reminder Service	Service Please resister from MyKULINE, we will inform you by e-mail on the day before the due date.			
D . III. O .	You can check your borrowing history. Please validate "Borrowing History" through the settings			
Borrowing History Service	of MyKULINE.			
Reservations Making reservations for books currently on loan. Click Reserve on the KULINE p				
	It is possible to request articles or books which are not available in Kyoto University Libraries			
	(Interlibrary Loan) nor in your home campus (Intercampus Loan).			
Interlibrary and Intercampus Loans	* Whether or not someone can use this service depends on the faculty to which they			
	belong and method of payment.			
	Click "Copy Request", "Loan Request" found on the MyKULINE page.			
VIII INE Alast Saudiaa	Notification by email regarding the arrival of new books & journals relating to user's registered			
KULINE Alert Service	keywords.			

■ How to apply

In order to use library online services, it is necessary to acquire both of the following, 1.2.3.

For Students(undergraduate and graduate students)		For Faculty and Staff Members	
1.	Student card (undergraduate and graduate students); library	1.	Staff card, Authentication IC card, library card.
	card (other users).	2.	SPS-ID (e.g. taro123kyodai), which will serve as login ID.
2.	ECS-ID (i.e. a0******), which will serve as login ID.	3.	Application for MyKULINE
3.	Application for MyKULINE		
In the case you do not have one of the two		In the case you do not have one of the two	
•	If you do not have a Student card / Library card, it is	•	If you do not have a Staff card / Authentication IC card/
	necessary to acquire it		Library card, it is necessary to acquire one.
•	If you do not have an ECS-ID (student account) or you have	•	If you do not have an SPS-ID (an account used as the Kyoto
	any questions, please ask the service counter in South		University Groupware ID), it is necessary to acquire one at the
	Building of the Academic Center for Computing and Media		Administrative Section of your faculty.
	Studies with your student card.		

- Please visit one of the libraries which accept applications. In addition, it is also possible for undergraduate and graduate students with IC student card to use Registration System for MyKULINE [available only on campus]. You can use MyKULINE the following day after registration.
- You are required to get permission from the person in charge of payment and his signature, if you would like to make an Interlibrary Loan request at PUBLIC expense. Please submit Application for MyKULINE to your faculty library (not main library).

