

【IGESS】How to reserve materials / request materials from other campus.

1 Detail page of materials → Click **Reserve** button.

The screenshot shows a book detail page. On the left is the book cover. On the right, the title is 'アメリカ ケイザイ ワ シズマナイ : オトロエヌ ミクロ ノ ツヨサ' and the author is '杉浦哲郎著'. Below the title are fields for Publisher (東京: 日本経済新聞社), Year (2003.6), Vol (ISBN:4532350433 ; PRICE:1800円 RefWorks), ISBN (4532350433), and Language (Japanese). A red callout bubble points to the 'Reserve' button in the bottom right corner of the page.

Location	Volume	Call No.	Barcode No.	Status	Comments	Restriction	Reserve	Material Info	Virtual Shelf
多:2F		332.5/SU	10101531595711						

2 If you want to pick up the requested materials at the "Ichigaya" campus library counter , choose **Ichigaya**.
(The default is "Tama" for IGESS students.) → Click **Continue** button.

The screenshot shows the 'Reservation' form. The user's name is '宮下 夏実' and their affiliation is 'Administrative Bureau'. The book title is 'アメリカ経済は沈まない：衰えぬミクロの強さ'. A red callout bubble points to the 'Receive Counter' dropdown menu, which has 'Ichigaya' selected. The 'Continue' button is also highlighted with a red box.

Reservation

You can place a [Reservation] on material on loan and [Request] material from other campuses.
*Reservations cannot be placed on material in libraries with a designated receive counter.

Name: 宮下 夏実 Affiliation: Administrative Bureau

アメリカ経済は沈まない：衰えぬミクロの強さ

Please select Receive Counter.

Receive Counter : **Ichigaya**
Ichigaya Tamachi
Tama
Koganei

Continue Back ails

3 Confirm the details of request or reservation and click **Reservation** button.

4 The request or reservation applied and was completed.

It can be confirmed by **User Service** > **Check Status of Loan/Reservation**.

The screenshot shows the library catalog navigation menu. The 'User Service' menu is expanded, and 'Check Status of Loan/Reservation' is highlighted with a red box.

法政大学図書館 蔵書検索
Hosei University Library Catalog

Logout Help Keyboard Japanese

TOP **User Service** Material Information E-Database Yamanote Research Institutes Library

Check Status of Loan/Reservation
InterLibraryLoan/Photocopy Request
Check Status of Loan/Photocopy

Purchase Request
Check Status of Purchase Request

Change User information
Change Password (Library Card Only)