How to request book purchase to Nakajima Library

Students, faculty and staff members can request materials (books, DVDs and CDs) to be purchased for the Nakajima Library. All requests, except textbooks and course reference books, are reviewed by the Library Administration Committee once a month from May to December. After approval, books are processed for order.

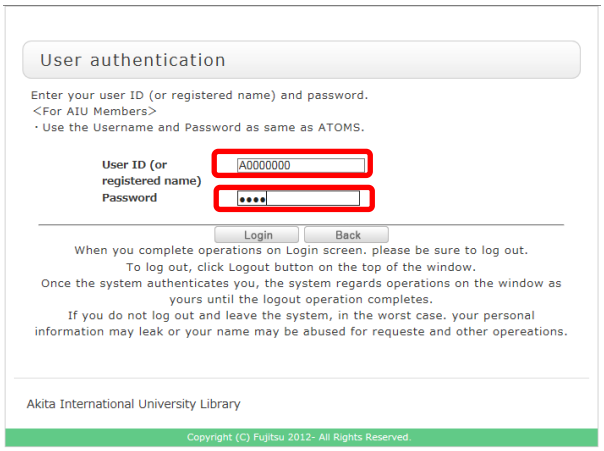
1. Go to the AIU Nakajima Library website top page from AIU HP or ATOMS and login.

   URL: https://library.aiu.ac.jp/?page_id=94&lang=english

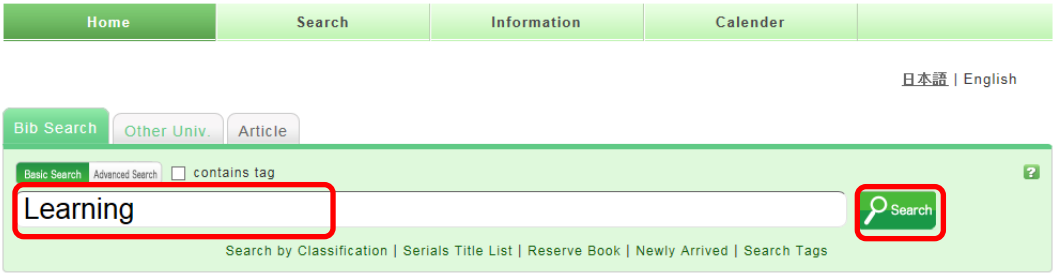
   Login is necessary to request book purchase.

   Click the [Login] button in the middle of the top page, or, click the login link at the top right of the top page.

   ID and password are the same as ATOMS.

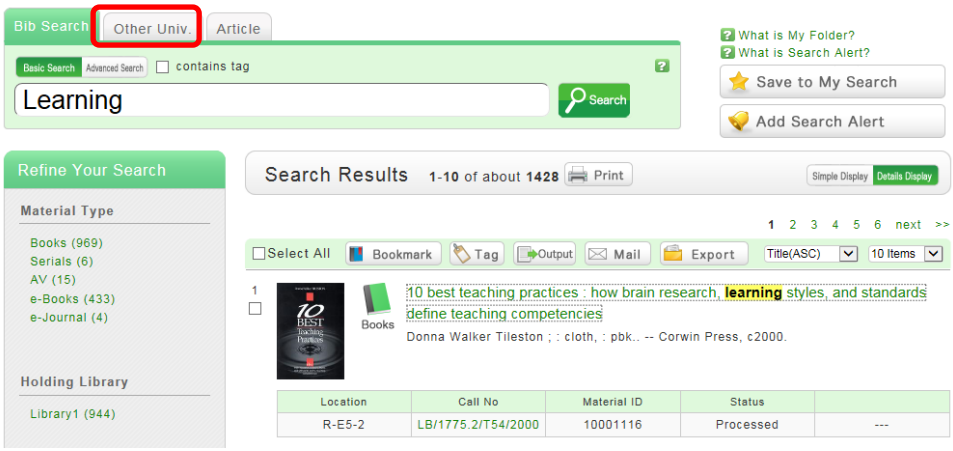


2. Enter the material title (or a part of it) and search to see whether the Library already has the material.



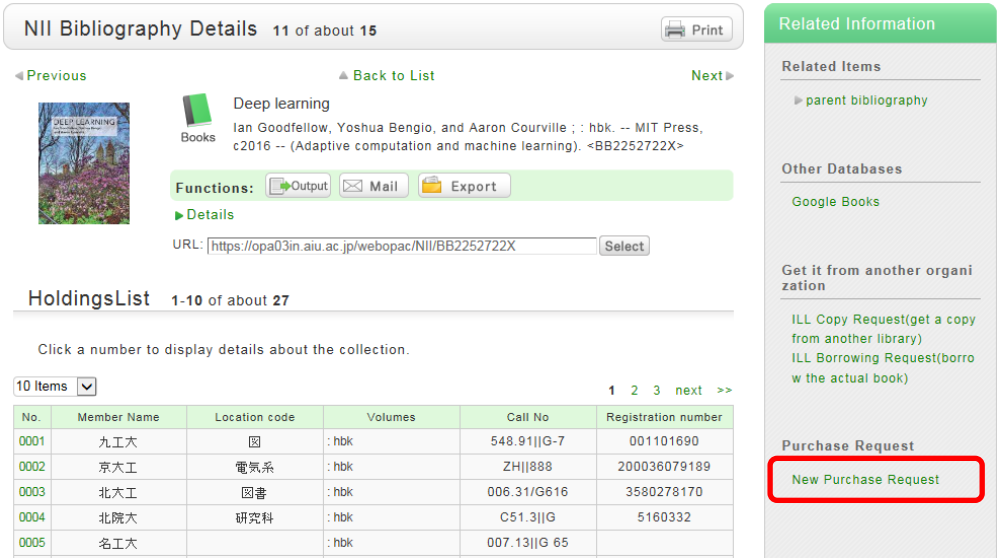
*** If the Library already has the material, do not request a purchase.**

If the material is not found in the search results, click the [Other Univ.] tab.



3. If you find the material in the displayed search results of other universities, click the title to see more details.
   (If you cannot find the material in search results, please go to step 11 on page 5.)

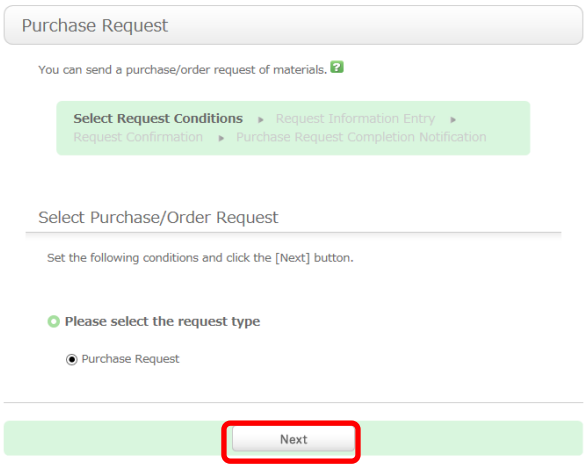
4. If you find the material you need, click [New Purchase Request] on the right menu.



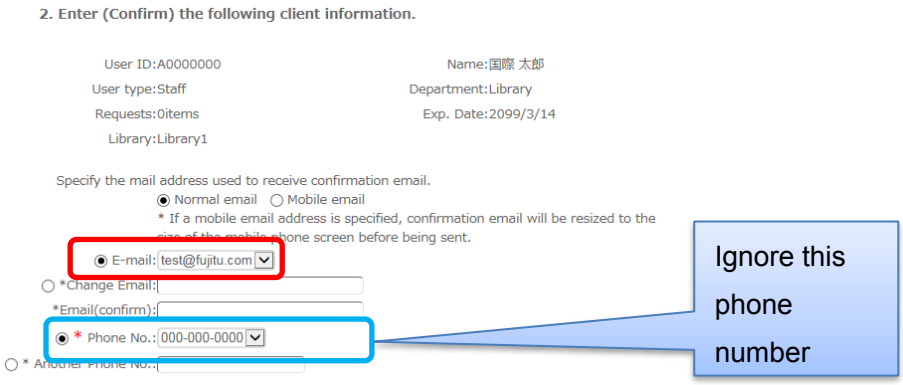
(If the screen is blocked here, you need to change Pop-ups setting from Tools menu of your computer to

allow pup-ups on https://library.aiu.ac.jp. For details, please see another manual, “Changing Pup-ups setting.”)

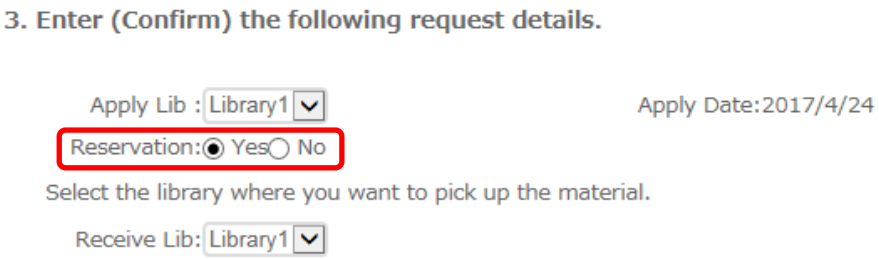
5. Click the [Next] button on the Purchase Request screen.



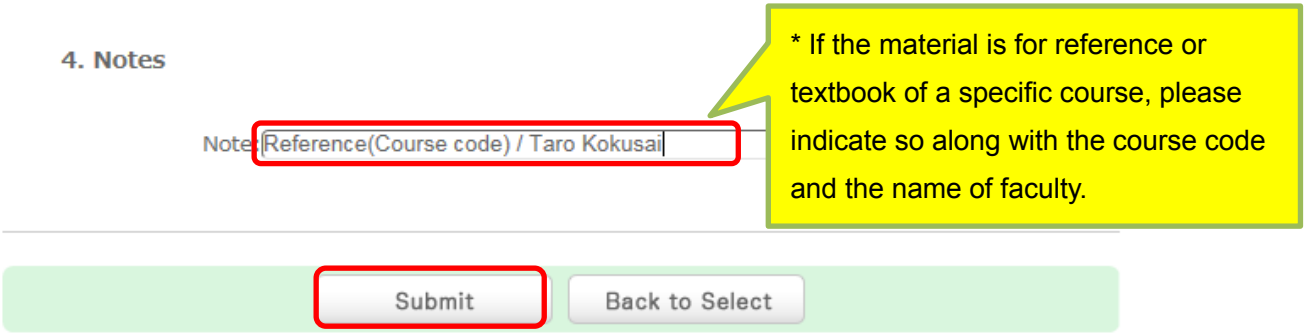
6. Fill out [Publisher] column to confirm, and [Price] information. The price can be an approximate amount. You may put a price found in Amazon and/or other internet site.
7. Confirm your contact e-mail address. We will e-mail you if there is a question.



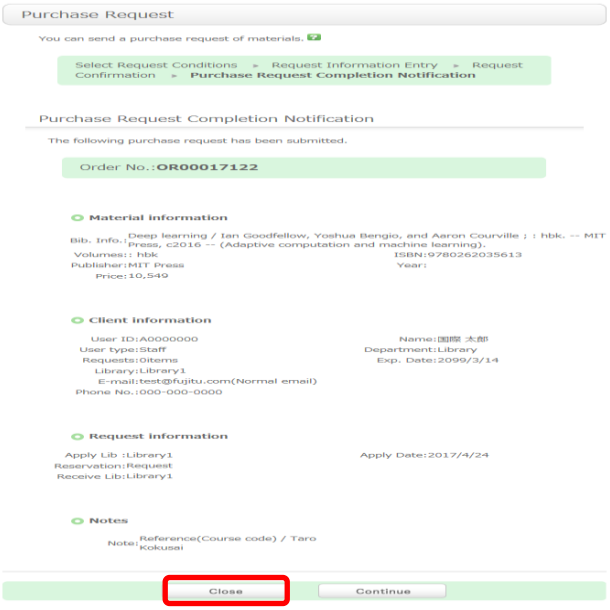
8. Select whether or not you want to reserve the material.



* If you make a reservation request, you will have priority for use when the library receives the material. Purchase requests will be reviewed by the Library Administration Committee and ordered upon approval. If the request is a course reference material or a textbook, write “Reference” or “Textbook” and the course code and the name of faculty so that the order will be placed without the Committee’s review. When you finish, click the [Submit] button.



9. Confirm the request information and click the [Submit] button. If you want to correct it, click the [Back to Entry] button.
10. Confirm that you have completed the request.

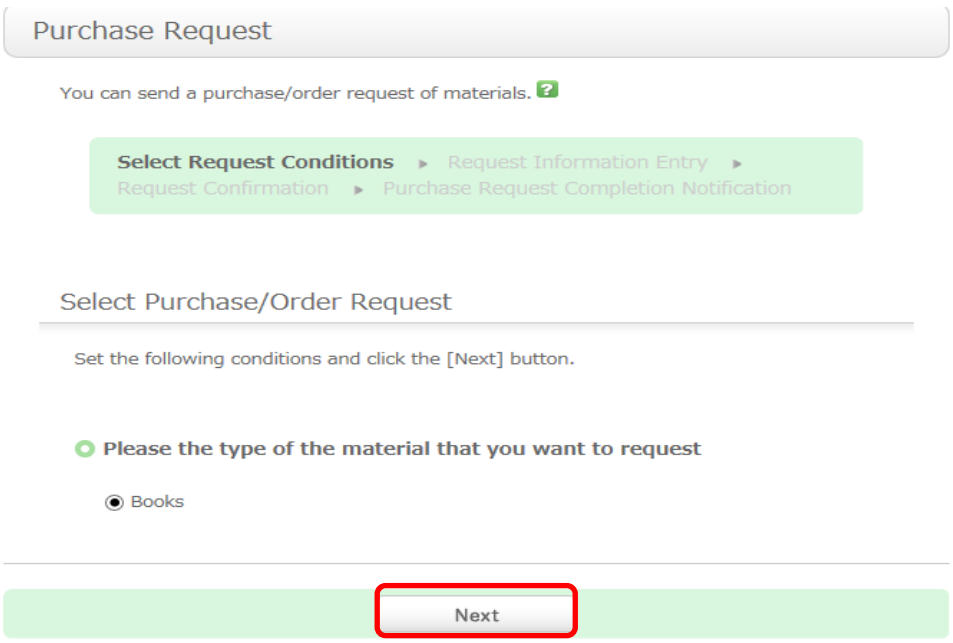


*After you finish the confirmation, click [Close]. .

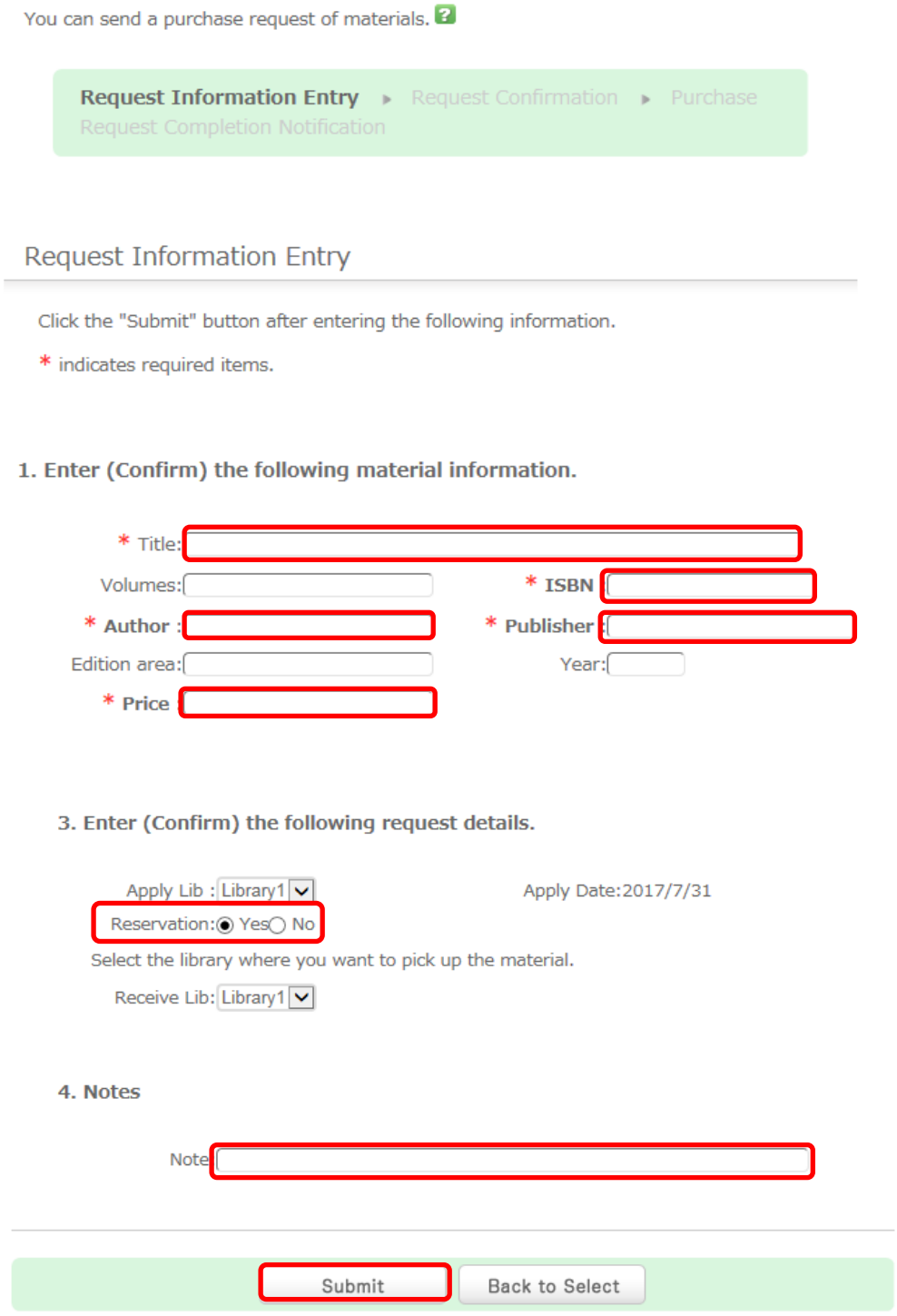
If you have any questions, please e-mail to lib1@aiu.ac.jp or call at 5908.

11. If you cannot find the material from AIU Library and Other universities (from step 3), please click ［Search］ tab and click ［User Service］ to show pull down menu. Choose “Book Request.”

12. Click Next



13. Fill out information regarding the material and submit.



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Purchase requests will be reviewed by the Library Administration Committee and ordered upon approval. If the request is a course reference material or a textbook, write “Reference” or “Textbook” and the course code in 4. Notes, so that the order will be placed without the Committee’s review.
If you have any questions, please call the Library at 5908 or e-mail to lib1@aiu.ac.jp.

If you want to request by e-mail, please provide the following information (web links forwarded to us often do not work):

- title, author, publication year
- any special version requests (e.g., specific edition)
- if the book is for course reserve, please provide the course number and name
- optional: date needed, if request is urgent