

## Registration for Library Services

### ● User Registration

Register your e-mail address and phone number on the UTAS System.

For special research student, auditor etc. who cannot log in to UTAS.

→ **Present your student ID card at your home library counter.**

Please note that this method of user registration can only be completed at your home library (**registration is not available at the General Library**).

★Home library:

Home library is the library of the department or faculty to which you belong. You can utilize various services at your Home Library, such as receiving items requested from other UTokyo libraries.

### ● Changes

1. If there have been changes in your address, phone number, or e-mail:

⇒ **Undergraduates and Graduate students:** Enter your changes in the **UTAS System**.

⇒ **International Research students:** Submit new your personal data at the Office of International Students or the Office of Graduate (Engineering Build.#8-1F).

⇒ **Special Research Student, Auditor etc.:** Submit new your personal data at your home library counter.

2. For changes in your name,  
present your new student ID card at your home library counter.

### Library Services Available

● Borrowing      ●Library Entrance (with a gate)

● MyOPAC

Borrowing extensions, book delivery from UTokyo libraries except the General Library, book reservations, book purchase requests

● Requests for document copies and Inter-library Loans

\*Additional registration is required.

**Books and photocopies you have requested are available at your department library. If your laboratory is on different campus than your department, your pick-up library can be changed. Please consult with the libraries on Komaba, Kashiwa, or Shirokane Campuses.**