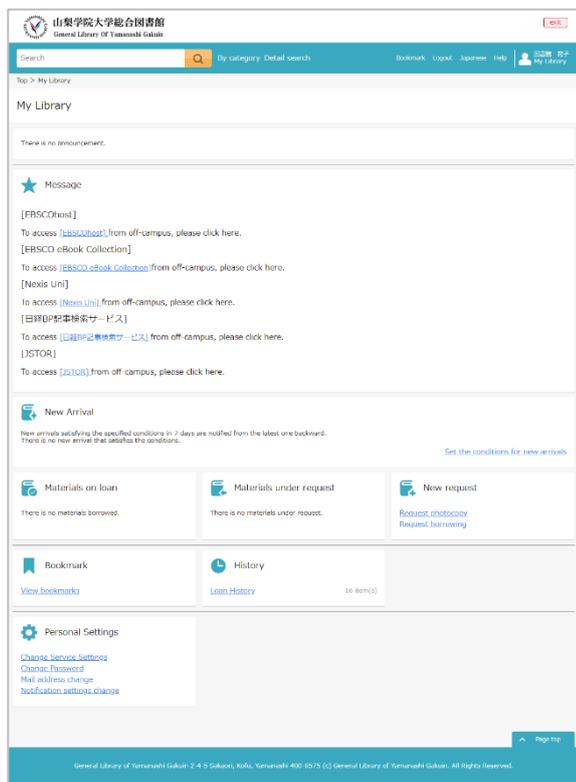


INTRODUCTION TO MY LIBRARY

My Library within the OPAC library search system provides a set of personalized functions for each student. Access can be made from any computer connected to the Internet. Please familiarize yourself with these convenient functions.

Functions

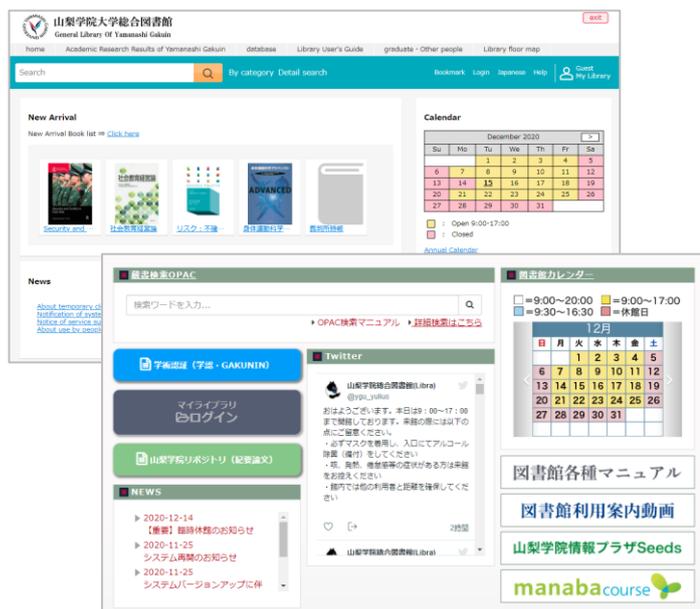


- 1) Announcement and Message
Read announcements from the library.
- 2) New arrivals
Find information on newly arrived materials which include keywords and other conditions set in 'Conditions of new arrivals' menu.
- 3) Materials under request
Shows status of materials which the user has requested to reserve (see the flipside of this handout).
- 4) Materials on loan
Shows materials currently on loan, and allows renewals once per loan.
- 5) Book mark
Shows saved search results.

How to log in --- There are several ways to log in.

- 1) From the link in the left-top of OPAC search screen.
- 2) From the link in the bottom of YGU library top page saying:

マイライブラリ ログイン



User ID

Student ID (number only, no letters)

Password

lib and your birthday in mmdd
(month and day in four digits)
format

Example: April 1st → lib0401

Note: Password can be changed in
Operation Menu.

ONLINE RENEWALS

A single item can be renewed only one. **Overdue items** and **items reserved by others** cannot be renewed.



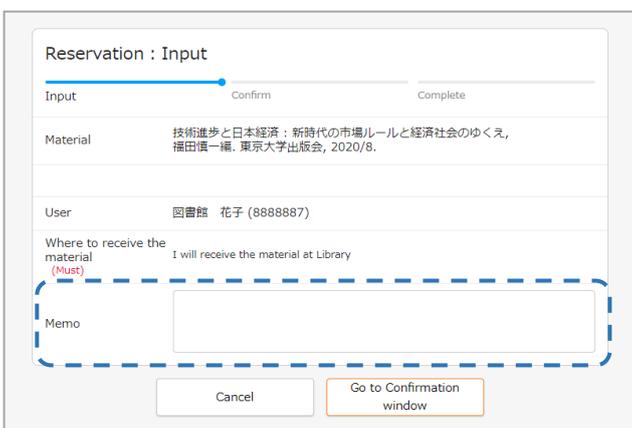
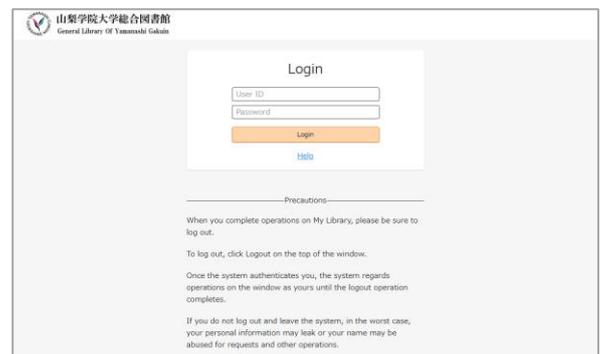
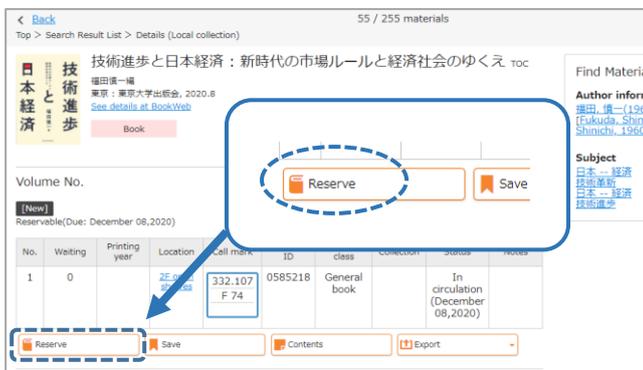
- 1) Open My Library, Select 'Local library' under Materials on loan
- 2) Check items that you wish to renew
- 3) Click 'Renew'

Don't forget to log out!

RESERVING MATERIALS

During OPAC search, it is possible to reserve items that are currently on loan.

- 1) During a search, items on loan are marked as 'In circulation' and have a 'Reserve' button. Click this button.



- 2) If you are not already logged in, input your user ID and password.
 - 3) In the Memo field, type your contact details if you want to receive a notification of item arrival.
 - 4) Click 'Confirmation window', confirm the content and click 'Fix the request' to submit the reservation request. Note: You will be notified upon arrival of the materials. Materials will be kept for one week.
- Don't forget to log out!