



## 6-1E Confirm status / Renew due date

### Use OPAC "Library Services" Function (1)

It is possible to use some services by logging in with Nagoya University ID from Nagoya University Library Search (OPAC) page.

- Without going to the counter, you can reserve materials, make an Interlibrary Loan request, check your borrowing status, renew the period of borrowings and so on.
- It is possible to bookmark books and journals and also save search history.
  - ※For information about Nagoya University ID check Information and Communication Headquarters page <http://www.icts.nagoya-u.ac.jp/en/info-english/nuid-english.html>

#### < Available services and how to log in >

You can access "Library Services" function from the top page of Nagoya University Library Search (OPAC) <http://nagoya-opac.nul.nagoya-u.ac.jp/?lang=english>

The screenshot shows the OPAC website interface. On the left, a 'Library Services' menu is highlighted with a red box, listing: My Account, My Bookmark, My Search, New Arrival Alert, InterLibrary Copy Request, and InterLibrary Loan Request. A 'Link' section below it contains 'Database データベース'. On the right, a green-bordered box provides detailed instructions for each service:

- My Account**: To confirm your status and savings, you can use following tabs:
  - My Account*: Check status of current borrowings /ILL requests, renew due date
  - My Folder*: Confirm bookmarks, change/confirm search settings
  - New Arrival Alert*: set up/confirming alerts
- My Bookmark**: Check the bookmarks (saved items)
- My Search**: Check /save search criteria
- New Arrival Alert**: Check/set alerts (e-mail notification of newly arrived materials)
- InterLibrary Copy Request**: Request for a copy of journal article or part of a book
- InterLibrary Loan Request**: Request for books

If you click on service which you would like to use [User authentication] page will open. After entering your ID and password click on  and the screen of services will be available.

The screenshot shows the 'User authentication' page with the following fields and buttons:

- Enter your Nagoya University ID (Meidai ID) and password.
- Nagoya University ID:
- Password:
- 
- Nagoya University Library
- Copyright (C) Nagoya University Library 2009 All Rights Reserved.

※After finishing using OPAC be sure to log off.

The screenshot shows the OPAC website interface with a red arrow pointing to the 'Logout' button in the top right corner. The 'Control Panel' link is also visible next to it.

## <Confirm currently borrowed books>

You can confirm the borrowing status in both central library and departmental libraries as well. ※The books without labels, and borrowed by registering in written form will not be displayed.

- (1) Click **My Account** menu on the left side of OPAC to open [User authentication] screen, then enter your ID and Password and log in.
- (2) On [My Account] tab click on **Borrowing Record List** and [Borrowing list] screen will show.

You can confirm the book title, borrowing library, due date and so on.

**Borrowing list** Lending: 1Item(s) (Overdue: 3Item(s)), 3-3Item are displayed.

Confirmation of use state > Borrowing list

You can check the borrowing status. You can also extend the return date.

No.	Status	Borrowing Lib	Due Date	Borrowing date	Bibliography information
1	Overdue	Cent Lib	2014/10/08	2014/09/11	服従の心 / スタンレー・ミルグラム著 ; -- 河出書房新社, 2008.11.
2		Cent Lib	2014/10/16	2014/08/21	疾病の回復を促進する薬 / 福永浩司, 渡邊新訂. -- 放送大学教育振興会, 2013.3. -- 材: 1234129-1-1311).
3		Cent Lib	2014/11/06	2014/09/11	冷やかな傍観者: 悪い代償の社会 / ジョン・ダーリー著 ; 竹内出版.

Confirmation of use state

Nagoya University Library Notifications to [redacted]

There is no notification from the Lib.

Borrowing

Borrowing 3 Item(s)

**Borrowing Record List**

The book marked "Overdue" under [Status] bar, has exceeded its due date. Please return it back as soon as possible.

After finishing the confirmation, click on "☒ Abort Processing (close the window)" and close the tab.

## <Renew borrowed books>

Without going to the library you can renew the due date of the borrowings.

※Books from following libraries can be renewed from Web. For other libraries ask at desk.  
**Cent Lib / Med / Med Health / Edu / Econ / Info and Lang / Sci / Eng / Agr / GSID/ Pharm / ISEE / ER**

- (1) On the screen of [My Account] click **Borrowing Record List**.
- (2) On the screen of [Borrowing list], select the material which you want to renew and click **Renew**.

**Borrowing list** 1-3 of about 3

Confirmation of use state > Borrowing list

You can check the borrowing status. You can also extend the return date.

No.	Status	Borrowing Lib	Due Date	Borrowing date	Bibliography information
1		Cent Lib	2014/10/08	2014/09/11	服従の心 / スタンレー・ミルグラム著 ; -- 河出書房新社, 2008.11.

New due date will be extended from the day of renewal, not initial due date.

**Renew**

- (3) If you click **OK** on the screen of "Are you sure to update these \*\* books?", the process of renewal is complete. When you are done, click "☒ Abort Processing (close the window)" to close tab.  
 ※New due date will not be counted from the initial due date, but from the day of renewal.

※Notice※ Renewal cannot be done in following cases !

- The books are borrowed by filling in by hand.
- The books have already exceeded the limit of renewal.
- The materials cannot be renewed due to the library's policy (ex. *Central Library. Audio-visual materials*).
- The materials are already reserved by other person.
- If you have any overdue materials.
- While your borrowing right is suspended as penalty for overdue. (Renewal is not possible only for the books from library where you exceeded the due date.)

Failed to renew the following books.

No.	Status	Reason	Borrowing Lib	Due Date
1	Overdue	Number of renewal exceeded the upper bound.	Cent Lib	2014/10/08

Renewal limit is exceeded

Failed to renew the following books.

No.	Status	Reason	Borrowing Lib	Due Date
1	Overdue	There is overdue material.	Cent Lib	2014/10/08

Due date is exceeded