6-1E Confirm status / Renew due date
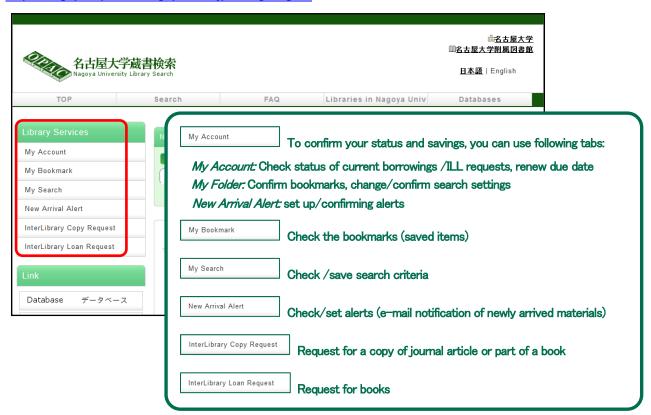## Use OPAC "Library Services" Function (1)

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

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 **Login** and the screen of services will be available.

※After finishing using OPAC be sure to log off.

＜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.

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.
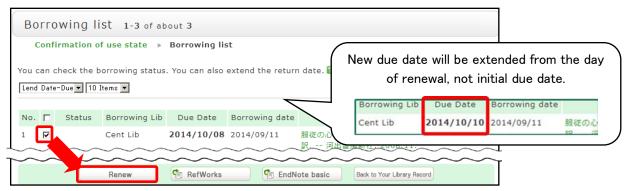
＜Renew borrowed books＞

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].

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

(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.)

Renewal limit is exceeded

Due date is exceeded