



# 6-2E Reserve Books That are Currently on Loan

## Use OPAC "Services" Function (2)

It is possible to reserve books from web which are marked as "checked out" in Nagoya University Library Search (OPAC). ※To use this function you need to have Nagoya University ID and password.

About Nagoya University ID see Information and Communication Headquarters (<http://www.icts.nagoya-u.ac.jp/en/index.html>)

### <Reserve books that are borrowed by somebody else>

(1) Search for a book in OPAC and in the Bibliography

No.	Volume	Accession date	Holding library	Location	Call No	Material ID	Status	Due date	Number of items
0001		2005/3/15	Cent Lib	Cent Lib Lang Cent Lib	837  Ox	50091842	checked out	2015/6/9	0 items Reserve

#### ※Notice on Reserving books from Web※

- Only books marked as "Checked out" can be reserved.
- You cannot reserve books if you have any overdue books.
- Books from following libraries can be reserved from Web. For other libraries ask at desk.

Cent Lib / Med / Med Health / Edu / Econ / Econ Res / Info and Lang / Sci / Eng / Agr / GSID / IIEE / Info Tech / Pharm

Details section "Holdings listing" click

(2) On [User authentication] screen enter Nagoya University ID and password and login.

\*Click  on the upper right side of the OPAC top page to log out from the service.

(3) [Reservation Request] screen will display, check and enter required information and click .

① Check once again about book you want to reserve.

② List of books available for reservation will be shown, check the libraries where you want to borrow the book.

If you check multiple libraries you can borrow book from the library where the book was returned first.

The place where you can pick up a book is in [Location].

③ If you want to pick up a book by particular day please enter in [Reservation cancel date]. On that day your reservation will be canceled automatically.

④ Enter email address and phone number to contact you when materials will be returned. If you want to provide another contact details enter them.

⑤ If you want library to contact you by email address other than in ④ please enter it.

(4) [Request Confirmation] screen will be displayed, if no mistakes in provided information click

(5) [Reservation Completion Notification] screen will be displayed, check it and click

Reserve request has been submitted. Click on "✕ Abort Processing (close the window)" to close the tab.

When requested materials comes in you will be notified by contact details you provided when sent reserve request. Please pick up books as soon as possible.

User authentication

Enter your Nagoya University ID (Meidai ID) and password.

Nagoya University ID

Password

Reservation Request

The following reservation request will be submitted.

Materials for Reservation Requests > Request Information Entry > Request Confirmation > Request Completion Notification

Request Information Entry

Click the "Apply" button after entering the following information.

Material information

Mine boy / Peter Abrahams ; retold by Rod Nesbitt.  
Macmillan Heinemann ELT, 2005. -- (Macmillan readers ; 6. upper level). <YB01702686>  
Volume :  
Year/Month :

Reservation client information

User ID :  Home library : 中央館 Affiliation :   
Name :  User type :  Expiry date : 2016/3/31  
Number of order : 0 items

Reservation details entry (confirmation)

Click the "Apply" button after entering the following information.

1. Select material(s) to be requested.

You can reserve a material of the same content at once and some one which returned first can be available. However, the lending policies vary according to each library.

Material ID	Holding library	Location	Call No.	Status	Due date	Number of reservations	
<input checked="" type="checkbox"/>	50093647	Cent Lib	Cent Lib Lang	837  M	checked out	2015/6/3	0 items

\* Non-reservable material

Material ID	Holding library	Location	Call No.	Status	Reason that cannot be reserved
41516743	Info Tech	Info Tech	837.7  M	in laboratory	Lending to faculty office

2. Enter (Confirm) the following reservation request details.

Application date: 2016/12/27

Reservation cancel date: Year  Month  Day

E-mail address:

Another e-mail address:

3. Please fill in the E-Mail address that you use regularly rather than the E-Mail address mentioned above.

Note:

## <Checking the Status of Reserve Request/ Cancel Reserve>

The title of reserved book and status of reservation can be checked in [My Account] screen.

- (1) Click on [My Account] at the left side of OPAC top page.
- (2) Enter Nagoya University ID and password and log in at [User authentication] screen.  
\*Click [Logout] on the upper right side of the OPAC top page to log out from the service.

- (3) If click [Reservation List] on the [My Account] screen, and [Reservation list] screen will show.
- (4) Click on book information on [Reservation list] screen, and [Reservation detail] will show

You can check reservation status on [Status] field of [Reservation list (or detail)] screen.

- ① Bibliography information
- ② Status: Status of reservation

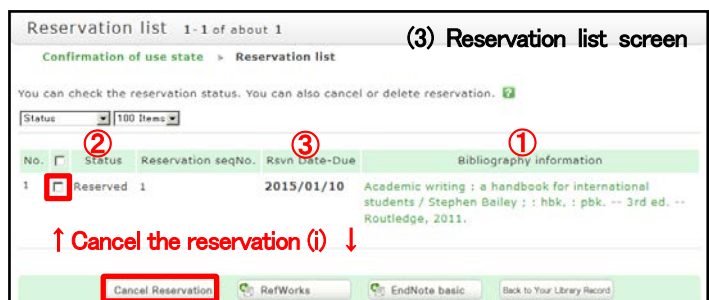
**[Reserved]** On loan, waiting for return

Status	Reservation seqNo.	Rsvn Date-Due	
Reserved	1	2015/01/10	Academ

**[Rsvn shelf]** Returned, can be picked up

Status	Reservation seqNo.	Rsvn Date-Due	
Rsvn shelf		2015/01/10	Acad

- ③ Rsvn Date-Due: Reservation Date-Due  
\*If not picked up by that day, the reservation will be cancelled automatically.



To cancel the reservation, go to [Reservation list (or detail)] screen.

- (1) (i) On [Reservation list] screen, check boxes near to the [Status] field and click [Cancel Reservation], or (ii) click [Cancel Reservation] on [Reservation detail] screen
- (2) [Cancel reservation Result list] will show. On [Status] field check if the status is "Cancelled" and click on.

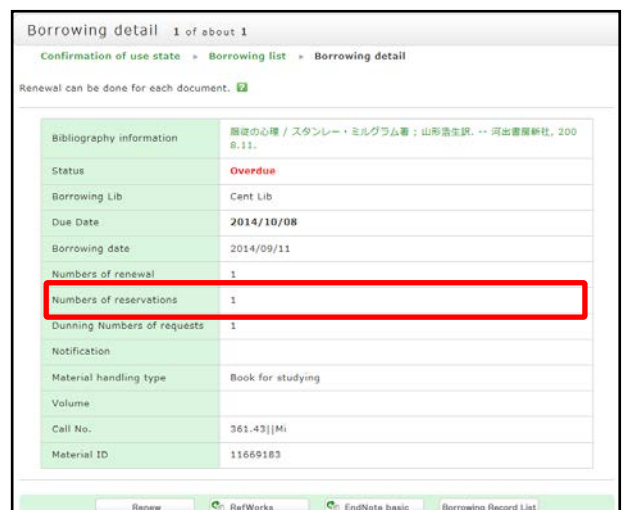


If you are done, click "[X] Abort Processing (close the window)" to close the window.

## <Check if the book borrowed by you are reserved>

Whether the books you are currently borrowed is reserved can be checked on [Borrowing detail] screen.

- (1) On the left menu of OPAC top, click [My Account].
- (2) Log in on [My Account] with Nagoya University ID and password.  
\*Click [Logout] on the upper right side of the OPAC top page to log out from the service.
- (3) On [My Account] screen click [Borrowing Record List] to open [Borrowing list] screen.
- (4) Click on title of the book and [Borrowing detail] screen will show. Check [Numbers of reservations] field.  
**If numbers entered here, someone has already reserved this book. When the book is reserved it cannot be renewed. Return the book to the library as soon as you finished using it.**



When you are done, click on "[X] Abort Processing (close the window)" to close window.