



6-1E Confirm status / Renew due date

Use OPAC “Library Services” Function

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

- You can view a book list you are on loan, renew due dates, reserve books on loan and make an Interlibrary Loan request without going to the library counter.
- It is possible to bookmark books and journals and save your search history.

*For information about Nagoya University ID, please refer to the following page.

Information and Communication: <https://icts.nagoya-u.ac.jp/en/services/nuid/>

Available services and how to log in

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

Service	Description
My Account	To confirm your status and savings, you can use following tabs: <i>My Account</i> : Check status of current borrowings / ILL requests, renew due date <i>My Folder</i> : Confirm bookmarks, change / confirm search settings <i>New Arrival Alert</i> : 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 the service you want to use, [User authentication] page will open. After entering your ID and password click on and the page of services will be available.

User authentication

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

Nagoya University ID

Password

Nagoya University Library

※After finishing using OPAC, make sure to log out of your account.



Confirm books on loan

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] page, enter your ID and Password to log in.
- (2) On [My Account] tab click on **Borrowing Record List** and [Borrowing list] page will show.

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

The book marked "Overdue" under [Status] bar, means that you have 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

You can renew the due date of the borrowings online.

※Books from following libraries can be renewed from Web. For other libraries, please ask at desk.
Cent Lib / Med / Med Health / Letters / Edu / Econ / Economic Research / Info and Lang / Sci / Eng / Agr / GSID / Pharm / ISEE1 / ISEE2 / GRL

- (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!

- Books borrowed by filling in by hand.
- Books have already exceeded the limit of renewal.
- Materials specified in the library's policy (ex. *Central Library Audio-visual materials*).
- Books reserved by another library user.
- 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