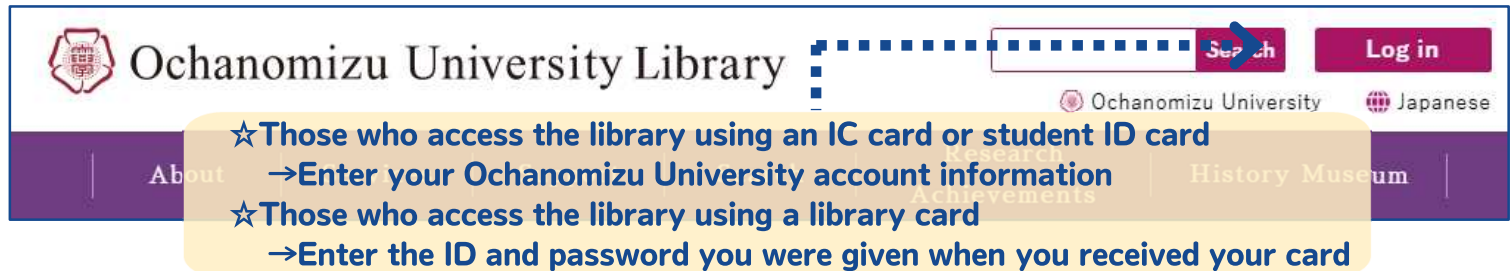


How to Use My Account

- ☆Check Status of Loan/Reservation ☆Purchase Request (for Students)
- ☆Room Reservation ☆InterLibraryLoan/Photocopy Request ☆User Information Change

1. Login to My Account from Library HP or OPAC

• Library H P



• OPAC



2. Select the service

1 Check Status of Loan/Reservation

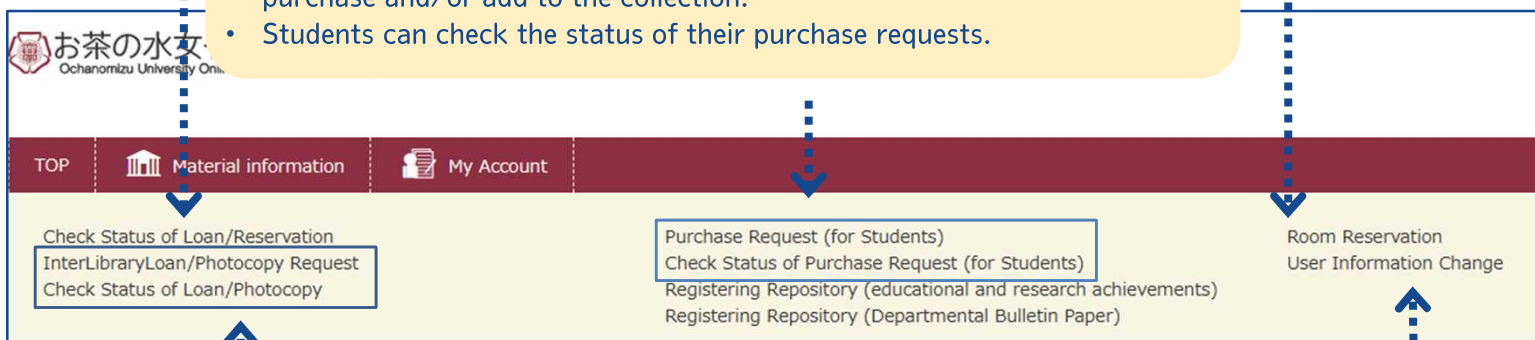
You can check the due date of the material you are currently borrowing and extend the loan period.

3 Room Reservation

You can reserve the Presentation Room, reserve the web meeting equipment set, and check room and equipment availability.

2 Purchase Request (for Students) /Check Status of Purchase Request (for Students)

- Students may make a purchase request for books they wish the library to purchase and/or add to the collection.
- Students can check the status of their purchase requests.



4 InterLibrary Loan/Photocopy Request/Check Status of Loan/Photocopy

- You can make requests for interlibrary loans or photocopied materials.
Includes: undergraduates, graduate students, research students, faculty, and staff (including part-time)
- You can check the status of your request for interlibrary loans or photocopied materials.

5 User Information Change

- You can edit the contact address which is registered to the library.
- You can receive the notifications from the library such as “Due date reminder” or “Notification of the return of a reserved book” .