# How to use MyLibrary

### What you can do with MyLibrary

### • Check materials on loan

Check the status of your current loans.

#### Renew

Renew your borrowed materials that are not overdue and not reserved by another user.

#### Reserve

Reserve materials currently on loan.

### • Inter-Library Loans (ILL)

Request the Library to borrow materials or obtain copies of articles that are not available at GRIPS from other libraries.

#### Book Purchase Request

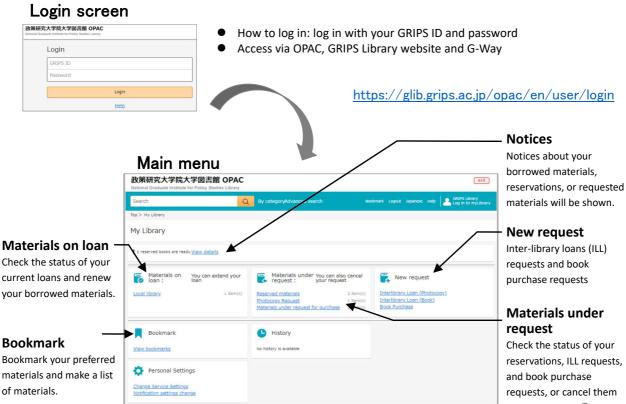
Request the Library to purchase books which support studying and researching.

### Bookmark

Bookmark your preferred materials and make a list of materials.

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# 1. How to log in





 Click "Reserve" button on the OPAC search result list page or material details page, and follow the instruction on the screen.



### Check materials under request / Cancel request

- Click a link such as "Reserved materials" in the Materials under request, and you can check the status of your reservations, ILL requests, and book purchase requests.
- You can also cancel your requests. When *"Cancel"* button appears in the material's information box. Click the button to cancel.

Materials under You can also request : your request	Book	Understanding peacekeeping Volume : : pbk Author : Alex J. Bellamy, Paul Williams, Stua rt Griffin Publisher : Polity Press,Blackwell Publication year : 2004		
Photocopy Request	1 item(s)		Reservation Number : 10007150 Order of waiting : 1	e
Materials under request for purchase	2 item(s)	Please wait	until this material is returned.	3

# 3. Check loan status

• Click a link "Local Library" in the Materials on loan, and you can check the status of your current loans and renew your borrowed materials

### Renew

- Click *"Renew"* button in the material's information box, and the due date will be extended for 1 month from the day of renewal unless the book is not reserved by another user.
- Borrowing and renewal will be suspended if you have overdue books.
- Renewal via MyLibrary is available for up to 2 times. Bring the materials to the Library counter for further renewals.
  - \* You can renew books via MyLibrary more than 2 times only under this COVID-19 circumstances.

Materials on You can extend your loan	Japan's trade policy : action o r reaction? Author : Yumiko Mikanagi Publisher : Routledge Publication year : 1996 Material ID : 00645455 Due date : January 16,2021 Extend count : 0
	Please return this material by January 16,2021 Renew Due date Renew

# 4. 1. Photocopy / Loan (Inter-library loans)

- You can request the Library to borrow books or obtain copies of articles that are not available at GRIPS from other libraries.
- Click a link "Interlibrary Loan (Photocopy / Book)" in the New request, and follow the instruction on the screen. Please supply as much bibliographic information as you can to help us process your request.
- You can check the status of your requests, or cancel them from the link in the Materials under request on the main menu page.

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# 4. 2. Photocopy / Loan (Inter-library loans)

### Autocompletion

- You can search the collections of other institutes in Japan with the OPAC advanced search by checking "CiNii Books."
- Click "Request ILL (Photocopy / Book-Loan)" button on the search result page, and basic bibliographic information (title, author, publisher, etc.) will be entered automatically. Please also supply additional information, then follow the instruction on the screen.

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# 5. 1. Book Purchase Request (student only)

- GRIPS students may request the Library to purchase books which support studying and researching. Requests will be reviewed and determined by Library committee to purchase.
- Click a link *"Book Purchase"* in the New request, and follow the instruction on the screen. Enter as much bibliographic information as you can to help us process your request. *"Reason for request"* is also required.
- You can check the status of your requests, or cancel them from the link in the Materials under request on the main menu page.

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