How to Use "My Library"

1. Logging in

(1) Click "Login" or "My Library" on the top page of Online Catalogue (<u>https://gw.i-house.or.jp/drupal/?q=en</u>)

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(2) When the Login screen appears, enter your login name (ID number of your library card) and initial password.

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(3) Click your name on the menu bar after logging in.

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(4) The top page of My Library will be displayed.

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2. Renewing borrowed books

(1) Click "Local library" from the "Materials on Loan" menu on the My Library page.

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(2) Click "Renew."

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3. Reserving books

(1) Click the "Reserve" button below the catalogue search results.

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(2) If you are already logged in, follow the on-screen instructions to reserve a book.

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(3) If you are not logged in, the Login screen will appear. Follow the on-screen instructions after logging in.

4. Confirmation

Check the My Library page for notices regarding reserved books, etc.

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*If you have any questions or have forgotten your password, please contact the library.

Contact : International House of Japan Library Tel: 03-3470-3213 E-mail: infolib@i-house.or.jp