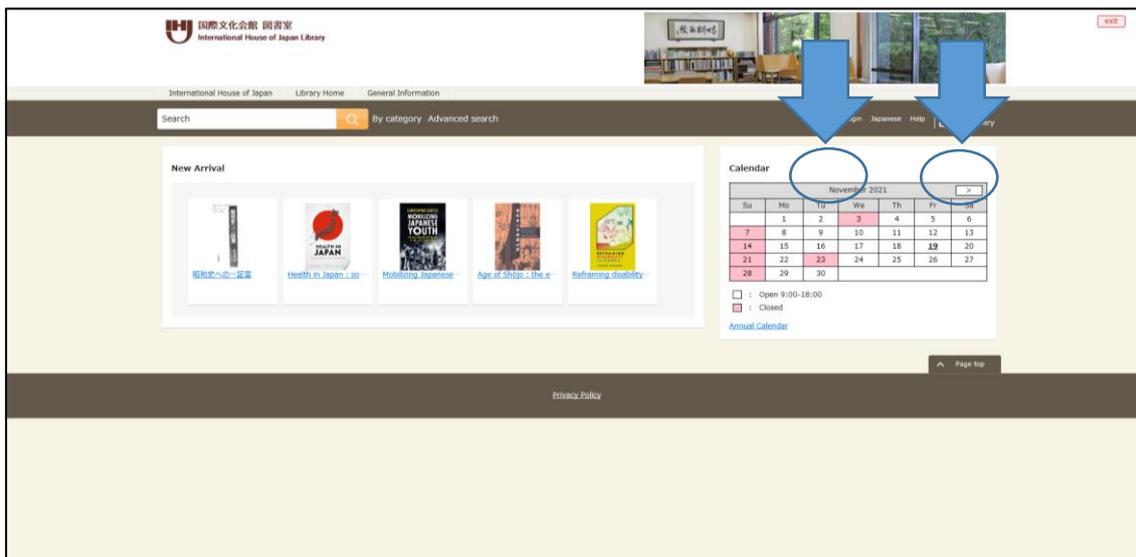


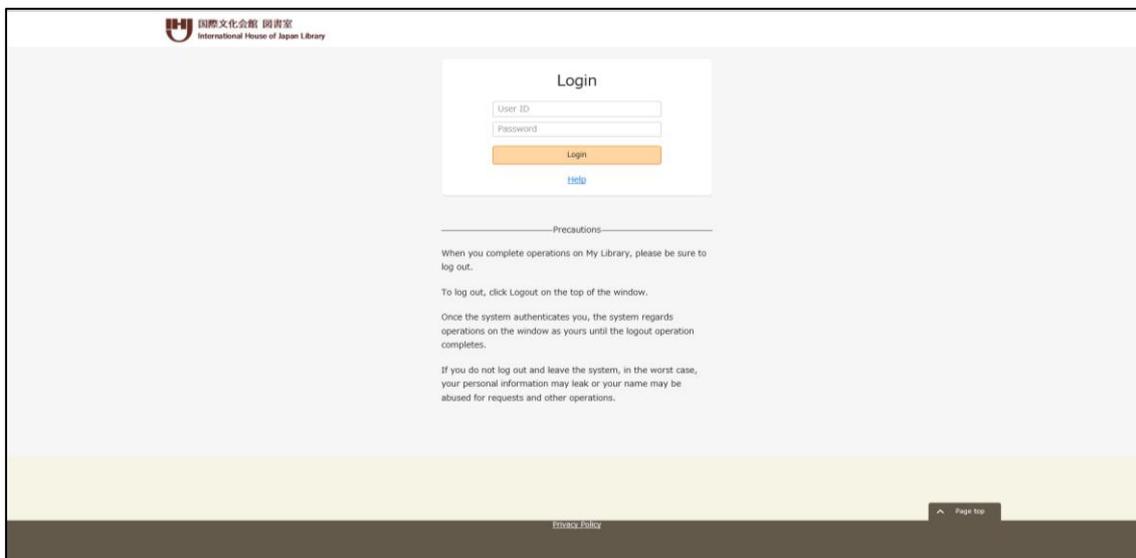
# How to Use “My Library”

## 1. Logging in

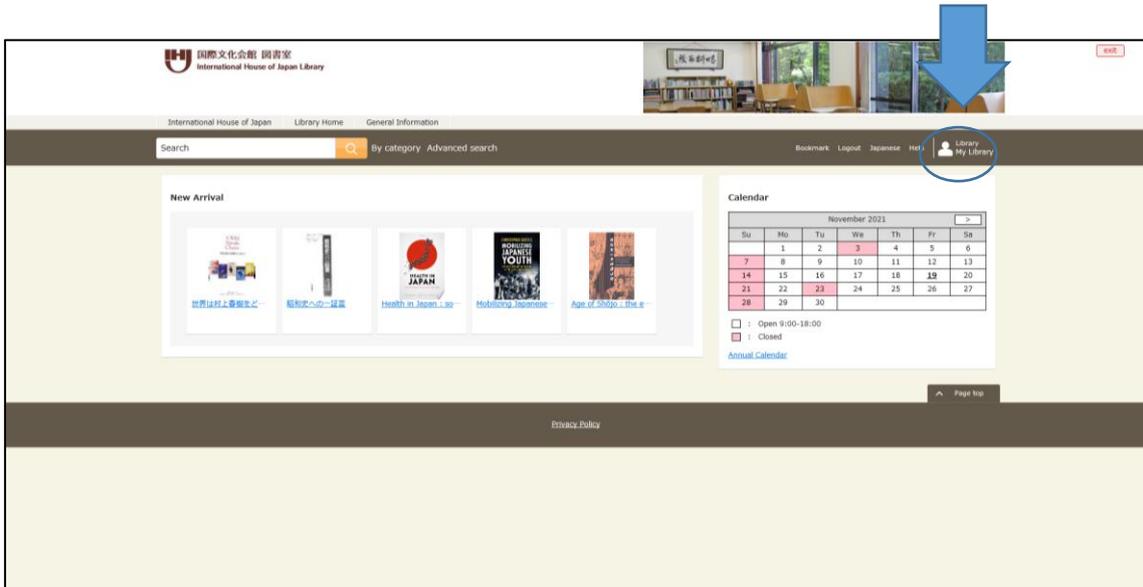
(1) Click “Login” or “My Library” on the top page of Online Catalogue (<https://gw.ih-house.or.jp/drupal/?q=en>)



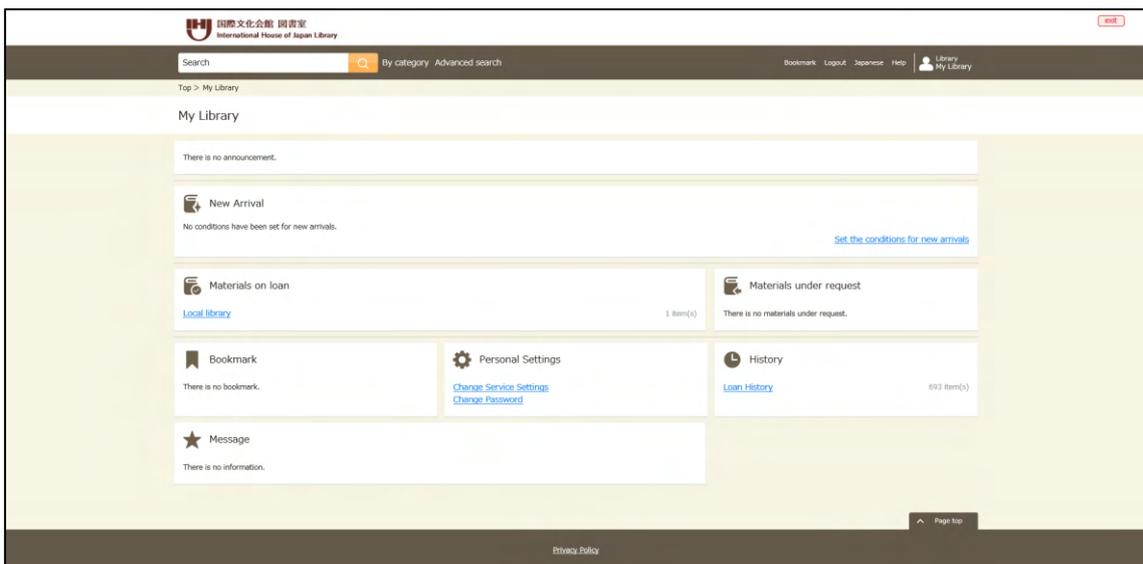
(2) When the Login screen appears, enter your login name (ID number of your library card) and initial password.



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

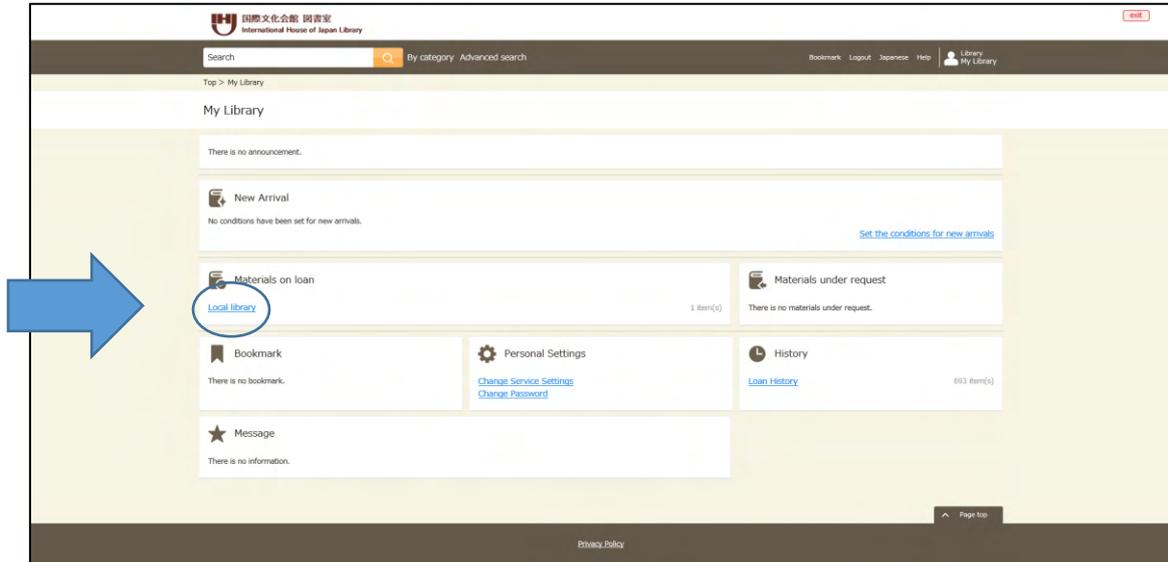


(4) The top page of My Library will be displayed.

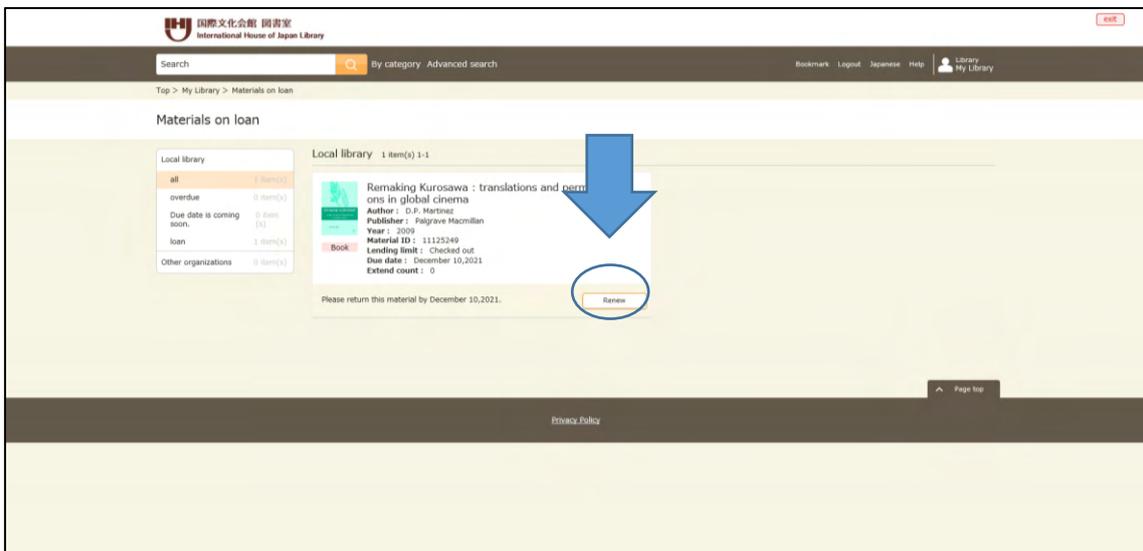


## 2. Renewing borrowed books

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

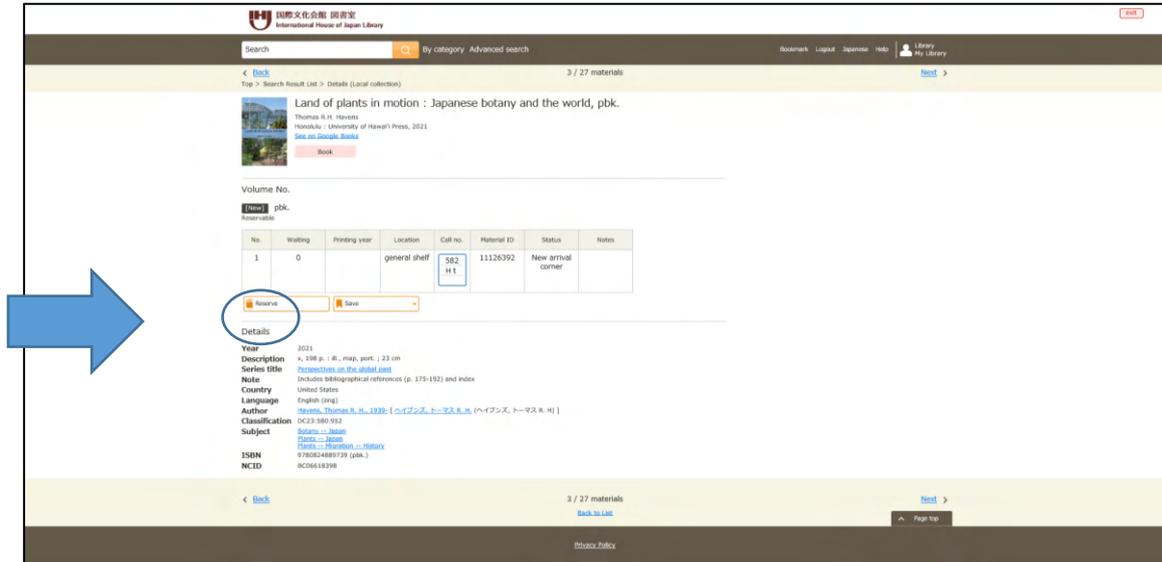


(2) Click “Renew.”

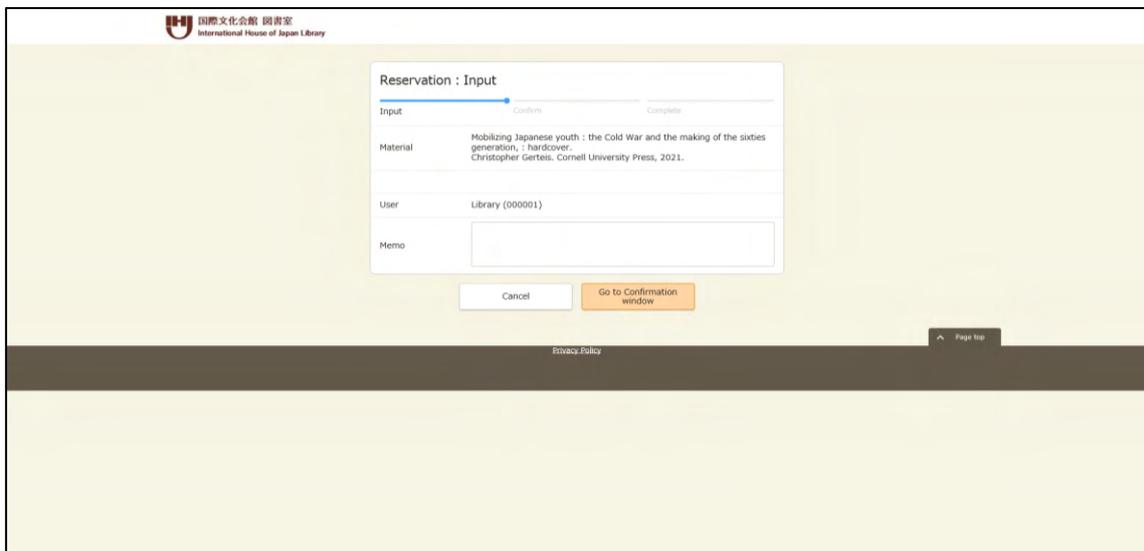


### 3. Reserving books

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



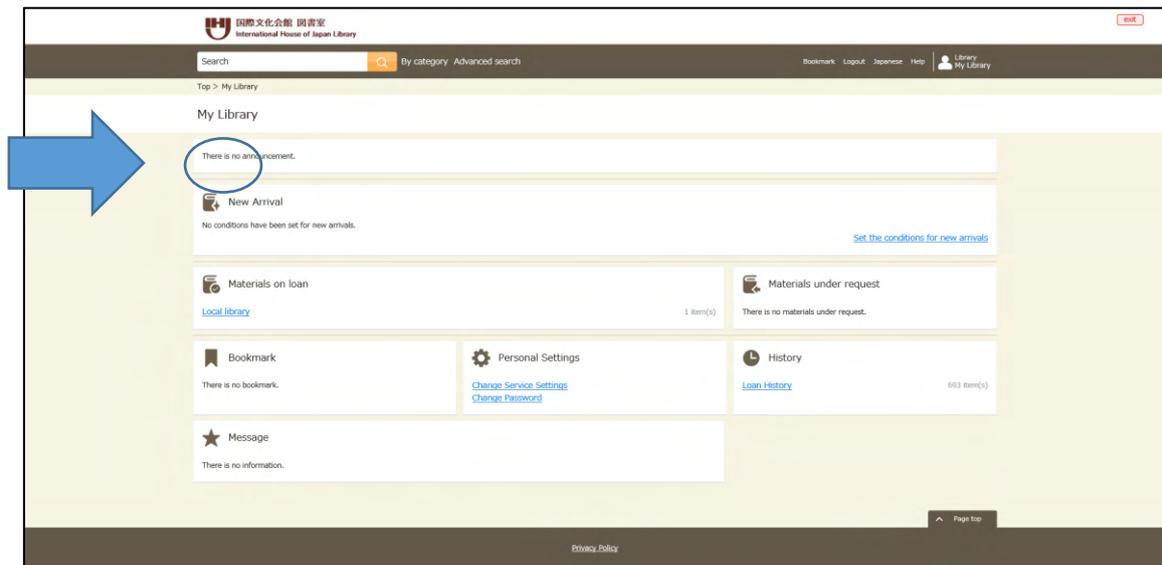
(2) If you are already logged in, follow the on-screen instructions to reserve a book.



(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.



**\*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](mailto:infolib@i-house.or.jp)**