## How to use "My Library"

\* Available for use after the next day of the registration

1. Click Login or My Library at the Japan Foundation Library Online Catalogue (OPAC) page https://lib-opac.jpf.go.jp/drupal/en

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2. Input your "User ID" and "Password" provided by the JF Library and click Login.

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	Login				
	User ID Password				
	Login				
	Help				
	Precautions				
	When you complete operations on My Library, please be sure to log out.				
	To log out, click Logout on the top of the window.				
	Once the system authenticates you, the system regards				
	operations on the window as yours until the logout operation completes.				
	If you do not log out and leave the system, in the worst case,				
	abused for requests and other operations.				

3. The page shown after logging in. Click your name at the right side of the page.



4. Through this page, you can change your password, renew books on loan, and receive notice of new titles sorted by your registered keywords and so on.

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Top > My Library		
My Library		
There is no announcement.		
New Arrival New arrivals satisfying the specified conditions in 30 days are There is no new arrival that satisfies the conditions.	notified from the latest one backward.	Set the conditions for new arrivals
Materials on loan <u>Title list</u> 1 item(s)	Materials under request	There is no request item.
Bookmark <u>View bookmarks</u>	History No history is available.	
Personal Settings Change Service Settings Change Password		

## Case 1: How to renew books on loan

Click <u>Title list</u> shown under the "Materials on Ioan". Then, push the Renew button.

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## Case 2: How to reserve materials

Search books through **Search Window** after logging in. Then, click the Reserve button.



\*\* \* Please ask library staff if you lost your password \*\*\*

As of June, 2019