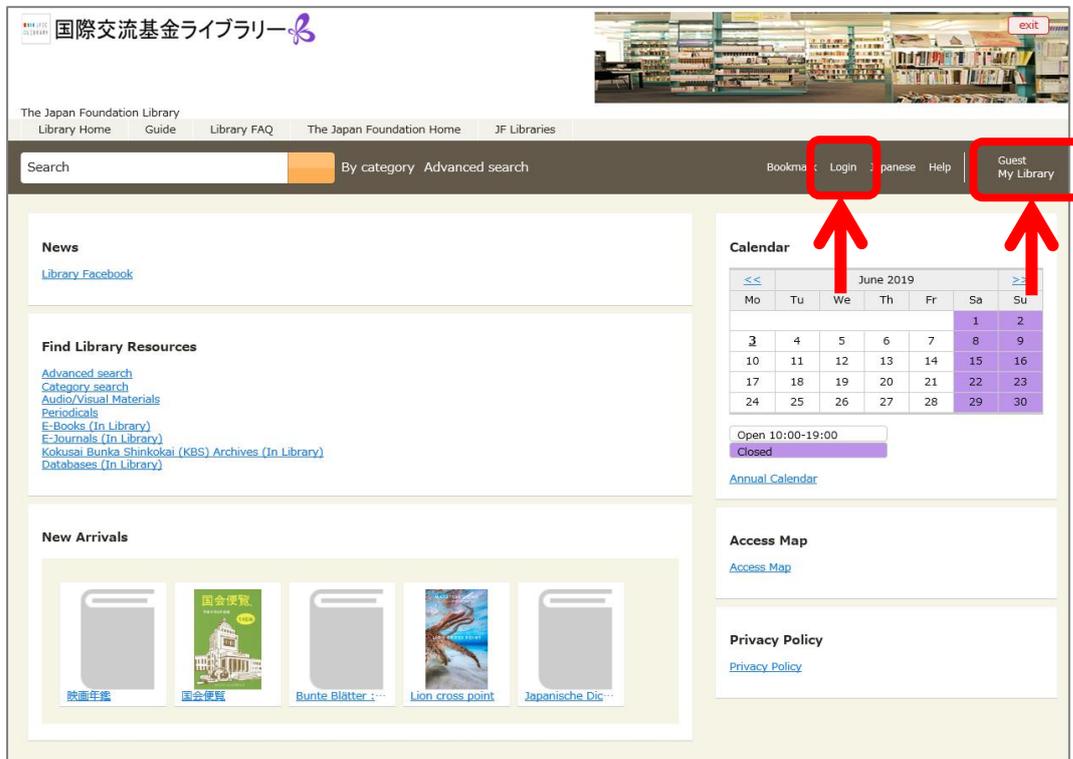


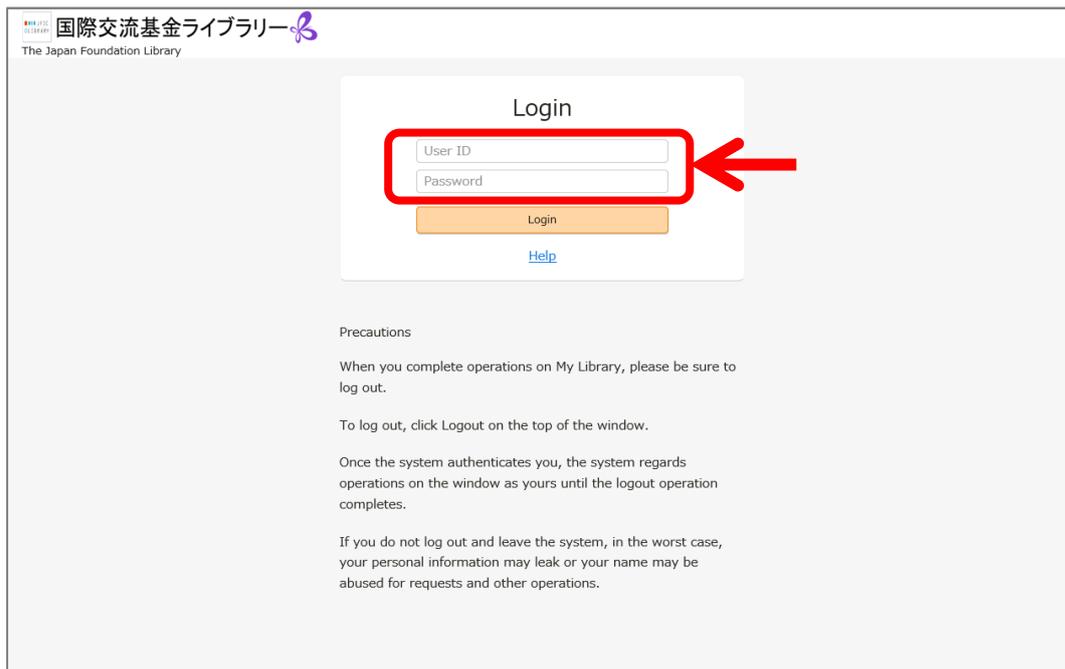
How to use “My Library”

*** 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>



2. Input your “**User ID**” and “**Password**” provided by the JF Library and click **Login**.



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

The screenshot shows the homepage of the International Exchange Foundation Library. At the top right, there is a dark grey box containing a user icon, the text '基金図書館子 My Library', and 'Your name'. A red arrow points from this callout box to a red-bordered box on the homepage that also contains the user icon and '基金図書館子 My Library'.

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.

The screenshot shows the 'My Library' dashboard. It includes sections for 'New Arrival', 'Materials on loan' (with a 'Title list' link and '1 item(s)'), 'Materials under request' (with 'There is no materials under request.'), 'New request' (with 'There is no request item.'), 'Bookmark' (with a 'View bookmarks' link), 'History' (with 'No history is available.'), and 'Personal Settings' (with links for 'Change Service Settings' and 'Change Password').

Case 1: How to renew books on loan

Click **Title list** shown under the “Materials on loan”. Then, push the **Renew** button.

The screenshot shows the website interface for the International Exchange Foundation Library. The main content area is titled "Materials on loan" and displays a "Title list" for one item. The item is "Life and literature" by Lafcadio Hearn, published in 1969. The due date is June 20, 2019. A red box highlights the "Renew" button, and a red arrow points to it from the right.

Case 2: How to reserve materials

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

The screenshot shows the search results page for "Convenience store woman" by Sayaka Murata. The search results list includes the title, author, publisher, ISBN, and holdings. A red box highlights the "Reserve" button, and a red arrow points to it from below.

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

As of June, 2019