

# MyLibrary User's Guide



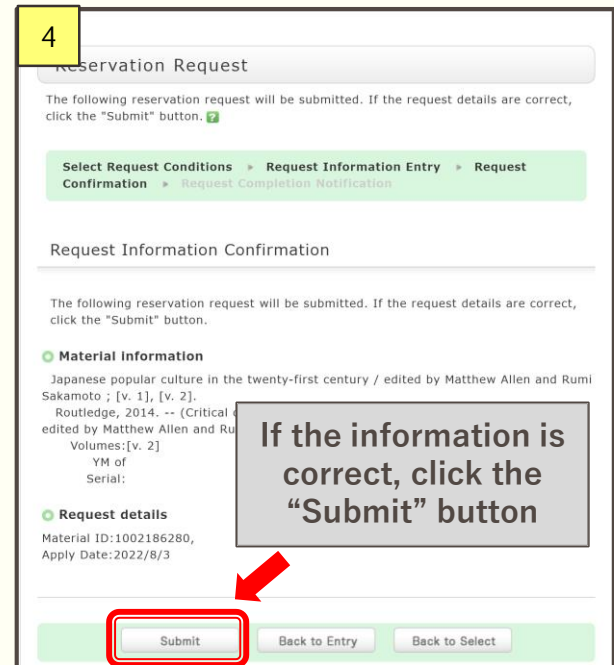
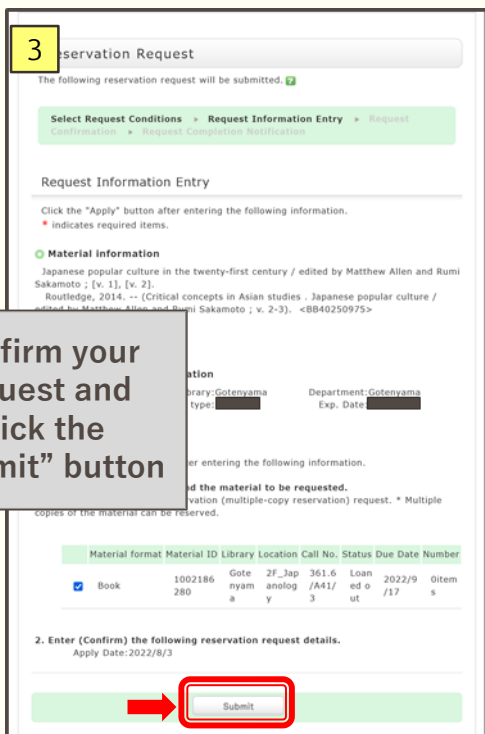
➤ Reservation

➤ Renew books or Other  
Library Materials

➤ eBooks

➤ Databases

# Reservation



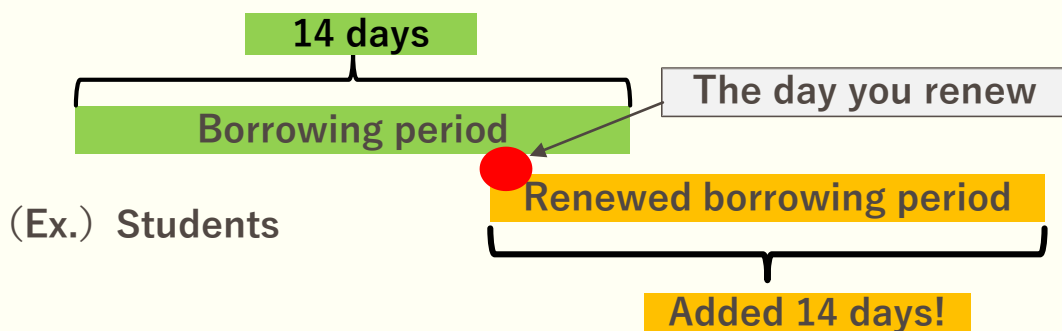
❌ When a book which you wish to check out is already reserved by others, the reservation will be made in the order of who applied first.

❌ You cannot make reservations in the following cases:

- When the books is NOT out on loan.
- When you have overdue books.

# Renewal books or other materials

You can extend your borrowing period one time before the due date. The renewed borrowing period starts on the day you renew.



There are two ways to renew books and other materials:

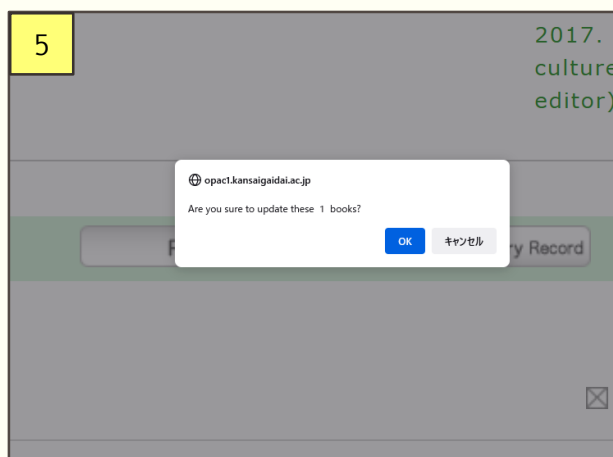
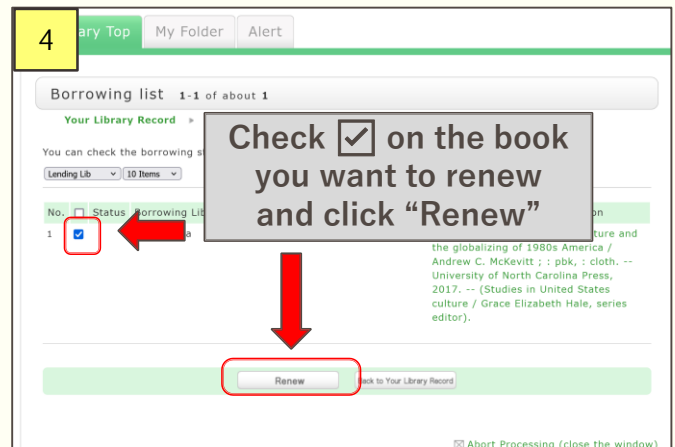
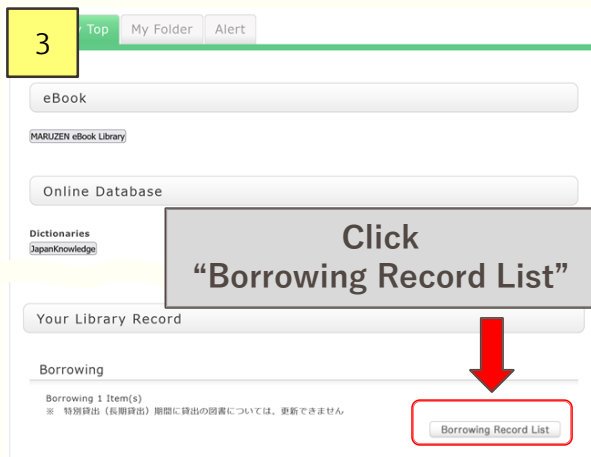
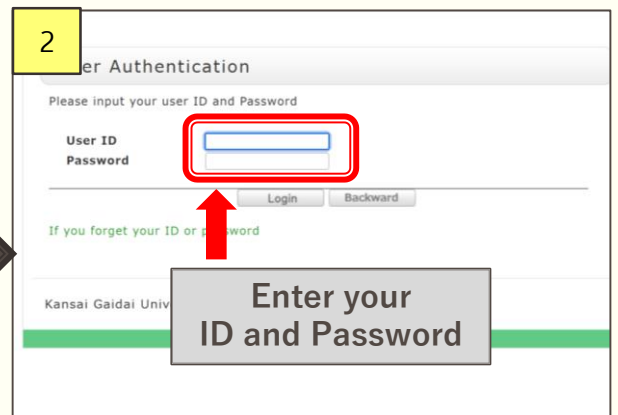
- Renew at the circulation counter.  
(Please make sure to bring your ID card and the book you want to renew.)
- Login to “My Library” and renew online.

You cannot renew books in the following cases:

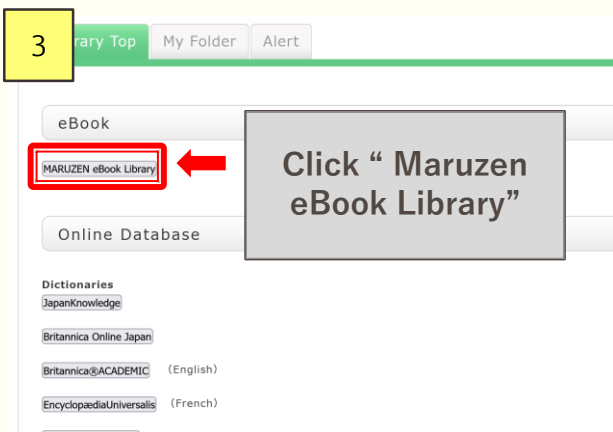
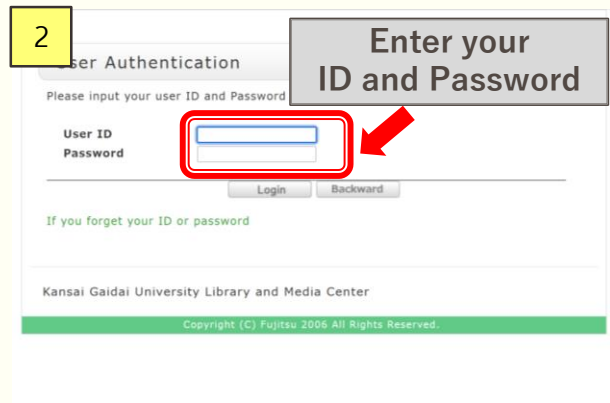
- The book is overdue or you are in the overdue penalty period.
- The book is reserved by other users.
- You have already renewed the book once earlier.
- During vacation periods when classes are not in session, you cannot do long-term renewal of books or other materials.



# Renewals with "My Library"



# Enjoy eBooks with “My Library”



❌ Each eBook has a concurrent access number.

When you receive a message that some content is not accessible, please try to access the eBook again later.

❌ Please make sure to click “**閲覧終了**” when you finish reading an eBook.

# Use Databases with My Library

1

Click "My Library"



KANSAI GAIDAI UNIVERSITY  
LIBRARY & MEDIA  
関西外国語大学図書館学術情報センター

図書館ホーム お知らせ 検索 連絡先

My Library  
ログイン

- 貸出期間延長
- 電子ブックを読む
- 学外利用可能なデータベースを見る

図書館からのお知らせ

最新 5件

【電子ブック】ダウンロードサービス種次再編について  
2022年度 春学期図書館利用案内 Library\_G...  
朝日新聞データベースのリニューアルについて  
オンラインデータベース「ジャパナレッジLib」学外か...  
Learning\_Villageのお知らせ

蔵書検索 紀要論文 他大学所蔵 国内論文 NDL J-STAGE

簡易検索 詳細検索

Opening Hours

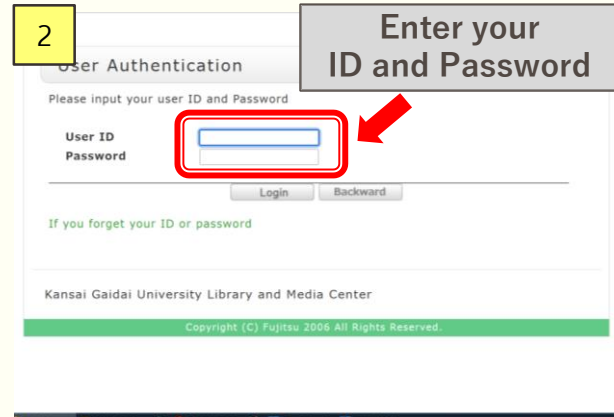
今日 閉館

2022年05月09日(月)

休館日 6:45 - 15:30 / 16:00 - 18:00

2

Enter your ID and Password



User Authentication

Please input your user ID and Password

User ID  
Password

Login Backward

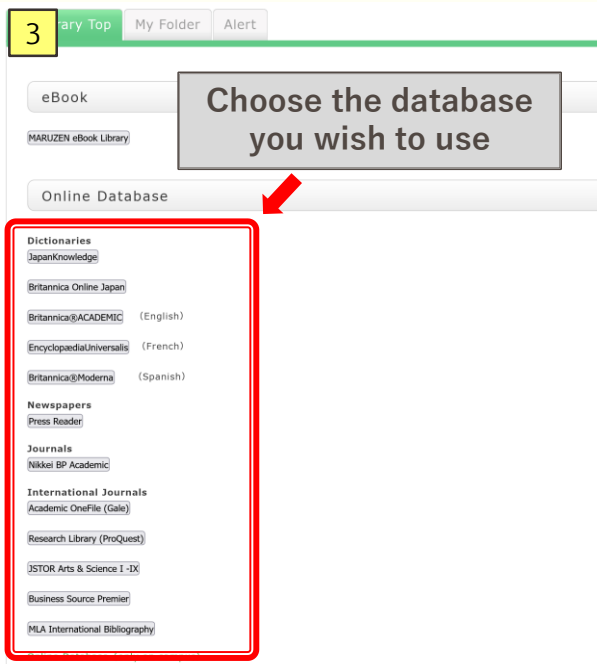
If you forget your ID or password

Kansai Gaidai University Library and Media Center

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3

Choose the database you wish to use



Library Top My Folder Alert

eBook

MARUZEN eBook Library

Online Database

Dictionaries

- JapanKnowledge
- Britannica Online Japan
- Britannica@ACADEMIC (English)
- Encyclopaedia Universalis (French)
- Britannica@Moderna (Spanish)

Newspapers

- Press Reader

Journals

- Nikkei BP Academic

International Journals

- Academic OneFile (Gale)
- Research Library (ProQuest)
- ISTOR Arts & Science I-IX
- Business Source Premier
- MIA International Bibliography

4

After you select the database, you can begin using it.

