

MyLibrary User's Guide



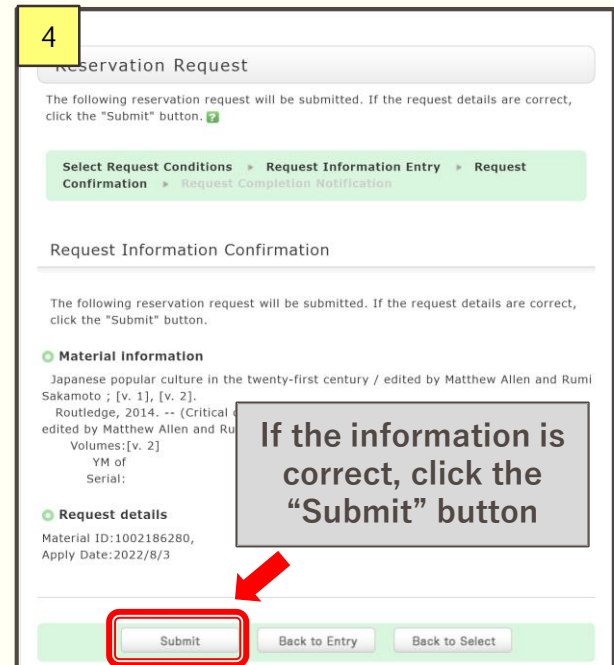
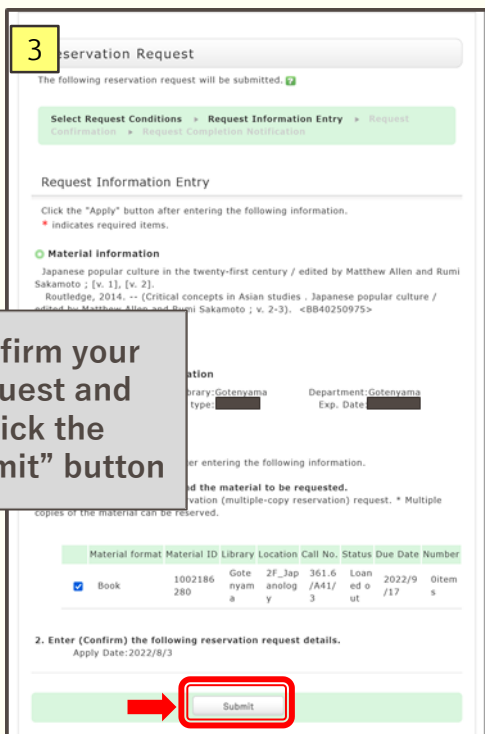
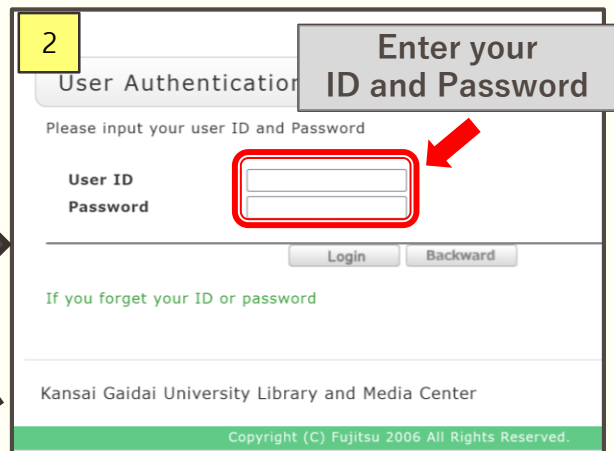
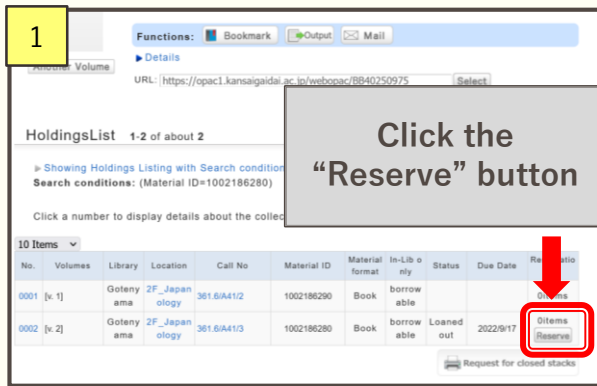
➤ Reservation

➤ Renew books or Other
Library Materials

➤ eBooks

➤ Databases

Reservation



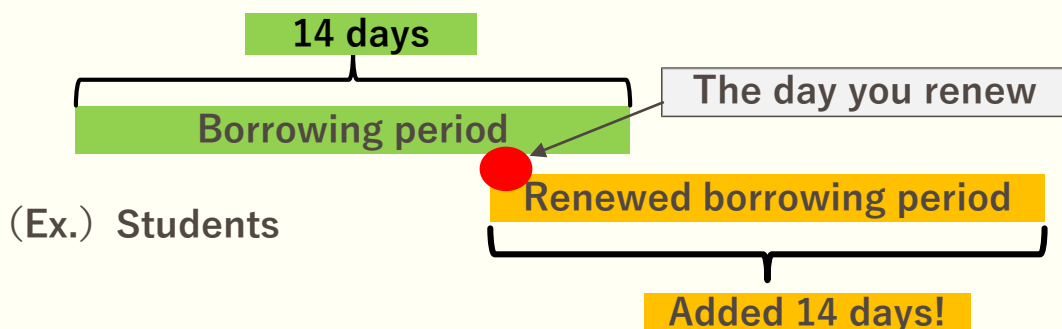
❌ When a book which you wish to check out is already reserved by others, the reservation will be made in the order of who applied first.

❌ 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"

1

KANSAI UNIVERSITY
LIBRARY & MEDIA CENTER
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 資料検索

My Library ログイン

Click "My Library" on the library HP.

2

User Authentication

Please input your user ID and Password

User ID
Password

Login Backward

If you forget your ID or password

Kansai Gaidai Univ

Enter your ID and Password

3

Top My Folder Alert

eBook
MARUZEN eBook Library

Online Database

Dictionaries
JapanKnowledge

Your Library Record

Borrowing

Borrowing 1 Item(s)
※ 特別貸出（長期貸出）期間に貸出の図書については、更新できません。

Borrowing Record List

Click "Borrowing Record List"

4

Library Top My Folder Alert

Borrowing list 1-1 of about 1

Your Library Record

You can check the borrowing s

Lending Lib 10 Items

No.	Status	Borrowing Lib
1	<input checked="" type="checkbox"/>	

the globalizing of 1980s America / Andrew C. McKeivitt ; ; pbk. ; cloth. -- University of North Carolina Press, 2017. -- (Studies in United States culture / Grace Elizabeth Hale, series editor).

Renew Link to Your Library Record

Check on the book you want to renew and click "Renew"

5

2017. culture editor)

opact.kansai.ac.jp

Are you sure to update these 1 books?

OK キャンセル

Use Databases with My Library

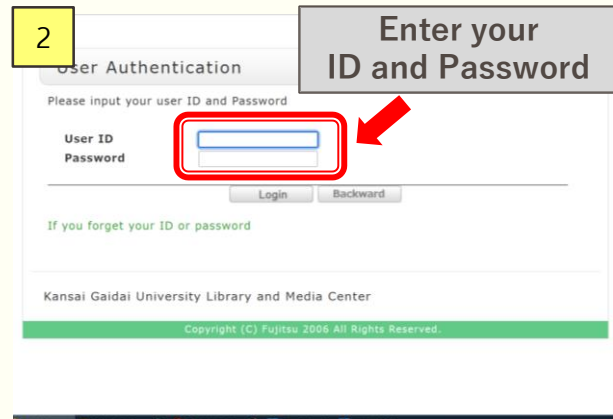
1

Click "My Library"



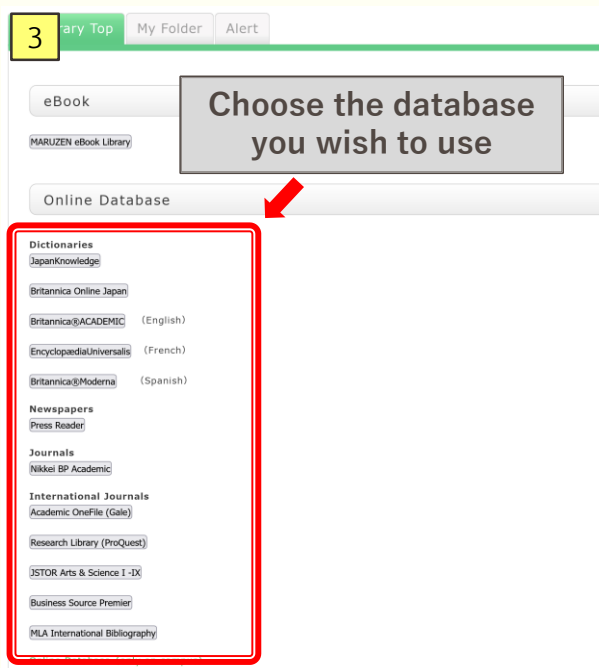
2

Enter your ID and Password



3

Choose the database you wish to use



4

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

