Renewal

STEP1
Access OPAC
① Click “User Inquiry”

“User Inquiry” enables you to:
• confirm the materials you are borrowing and the due dates,
• extend the due dates (renewal),
• confirm the status of your requests, or cancel them.
• confirm the Borrowing history.
<Graduate Students • Researchers • Faculty and Staff>
• confirm the status of your Copy and Loan requests.

STEP2
Log in
② Enter your User ID and Password
③ Click “Login”

STEP3
Renew your books
④ Find “Your Library Record” and click “Borrowing Record List”
⑤ Check the box of the book you want to renew

Attention
• If you keep some overdue materials, you can NOT renew all materials you are borrowing.
• If you would like to keep borrowing the materials which you have already renewed on the Internet once, renew them at the Circulation Counter with your library card. Then you can renew them on the Internet next time.
• If other user has already reserved the material, renewal is NOT permitted.
⑥ Click “Renew”

◆ Borrowing history
You can confirm the Borrowing history from “Borrowing History List”
※ You can confirm the Borrowing history after setting up to “on”. You can change the settings from “Personal info.” page.