Reservation

STEP 1
Access OPAC
① Search the book you need
② Confirm the status of the book

You can NOT reserve
◆ the book which is on shelf,
◆ journals, reference books and audiovisual materials,
◆ the long overdue books (over 6 months),
◆ the book which has already been reserved,
◆ when you keep some overdue materials.

③ Click “Reserve”

STEP 2
Log in
④ Enter your User ID and Password
⑤ Click “Login”

STEP 3
Request Condition Selection
⑥ Choose your Receiving campus
⑦ Click “Next”
STEP 4
Request Information Entry

⑧ Check

⑨ Check the box of the book you need

⑩ Click “Submit”

You can cancel the reservation on OPAC (User Inquiry).
However, when the status becomes “Rsvn delivery”, you can NOT cancel it.

STEP 5
Request Confirmation

⑪ Click “Submit”

We will send an e-mail (@kwansei.ac.jp) when the book is available.

Attention

Kwansei Gakuin University Library 2019.4.1