

Hokkaido University Library Catalog

# **HOW TO SET UP THE NOTICE MAIL FROM LIB.**

# Hokkaido University Library Catalog

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Check Status of Loan/Reservation,  
InterLibraryLoan/Photocopy  
Request, Purchase Request, etc.  
(University Members Only)

**Hokudai**

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Partial match

Before the loan period of the material, you can set up notice mail from library by using 「Library Web Services」.

Library Web Services - Mozilla Firefox  
opac.lib.hokudai.ac.jp/myopac/index.php?LANG=1  
Hokkaido University 2015.1.27 PM2:52

Library Web Services Please log out after use >>

Japanese Config Help Logout

welcome Counter : Central Library

Library Catalog Search History: Delete

Information

- \*Library Calendar
- \*Remote Access Service
- \*Library Purchase Suggestions

Please recommend books for students.

Bookmark

戦前期取引所文献目録・東株「調査彙報」等目次・証券財閱讀本  
他 / 日本証券経済研究所編集

more

Preserve Order Set Default

User's Service

- Check Status of Loan/Reservation
- InterLibraryLoan/Photocopy Request
- Check Status of Loan/Photocopy
- Purchase Request
- Check Status of Purchase Request
- Change Password (for Library patron-ID)
- Change E-mail Address
- Check Current Budget Status
- Check Budget Expenditures List

First, you should register your mail address. After login, please click the 「Change E-mail Address」.

Change E-mail Address - Mozilla Firefox

opac.lib.hokudai.ac.jp/opac-service/srv\_mail.php?LANG=1&psp=1&L

**Library Web Service**

### Change E-mail Address

- Registration or change of e-mail address: Please enter your address to the following two input fields.  
Only "Alphanumeric character" can be used for the address.  
"Em-size", "Single byte" cannot be used.

**A** Registered e-mail address:  
E-Mail:

**B**  Please register or change mail address.  
E-Mail: **Not registered.**  
New E-Mail address :   
Retype E-Mail address :

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Shown on another window or tab.

2 lines to enter the E-mail address.

Change E-mail Address - Mozilla Firefox

opac.lib.hokudai.ac.jp/opac-service/srv\_mail.php?LANG=1&psp=1&LOGIN\_FIRST=1

## Library Web Service

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- Registration or change of e-mail address: Please enter your address to the following two input fields.  
Only "Alphanumeric character" can be used for the address.  
"Em-size", "Single byte" cannot be used.

**A** Registered e-mail address

E-Mail:

ⓘ Please register or change mail address.

E-Mail: **Not registered.**

New E-Mail address :

Retype E-Mail address :

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This is the mail address which you registered at first.  
(Maybe it will not be registered sometimes. )

The mail address you have entered in A is an initial value and could not be changed in this page.

Change E-mail Address - Mozilla Firefox

opac.lib.hokudai.ac.jp/opac-service/srv\_mail.php?LANG=1&psp=1&LOGIN\_FIRST=1

## Library Web Service

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"Em-size", "Single byte" cannot be used.

Registered e-mail address:

E-Mail:

**B** ⓘ Please register or change mail address.  
E-Mail: Not registered.  
New E-Mail address :   
Retype E-Mail address:

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You can register the new mail address in the entry field of B.

Change E-mail Address - Mozilla Firefox

opac.lib.hokudai.ac.jp/opac-service/srv\_mail.php?LANG=1&psp=1&LOGIN\_FIRST=1

## Library Web Service

### Change E-mail Address

- Registration or change of e-mail address: Please enter your address to the following two input fields.  
Only "Alphanumeric character" can be used for the address.  
"Em-size", "Single byte" cannot be used.

Registered e-mail address:

E-Mail:

ⓘ Please register or change mail address.

E-Mail: **dummy@lib.hokudai.ac.jp**

New E-Mail address :

Retype E-Mail address :

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The mail address you have registered now.

After register ,you can check the mail address you have registered by opening the 「Change E-mail Address」.

Change E-mail Address - Mozilla Firefox

opac.lib.hokudai.ac.jp/opac-service/srv\_mail.php?LANG=1&psp=1&LOGIN\_FIRST=1

## Library Web Service

### Change E-mail Address

- Registration or change of e-mail address: Please enter your address to the following two input fields.  
Only "Alphanumeric character" can be used for the address.  
"Em-size", "Single byte" cannot be used.

Registered e-mail address:

E-Mail: [REDACTED]

**B**  Please register or change mail address.

E-Mail: **dummy@lib.hokudai.ac.jp**

New E-Mail address :

Retype E-Mail address :

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The notice mail of loan period will be sent to the mail address in B which is given priority to be used.

Change E-mail Address - Mozilla Firefox

opac.lib.hokudai.ac.jp/opac-service/srv\_mail.php?LANG=1&psp=1&LOGIN\_FIRST=1

## Library Web Service

### Change E-mail Address

- Registration or change of e-mail address: Please enter your address to the following two input fields.  
Only "Alphanumeric character" can be used for the address.  
"Em-size", "Single byte" cannot be used.

Registered e-mail address:

E-Mail: [REDACTED]

ⓘ Please register or change mail address.

**B** E-Mail: **dummy@lib.hokudai.ac.jp**

New E-Mail address :

Retype E-Mail address :

Update Cancel

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When mail address in B has already been registered, by making a new registration, the prior one will be rewritten.

Library Web Services - Mozilla Firefox  
opac.lib.hokudai.ac.jp/myopac/index.php?LANG=1  
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戦前期取引所文献目録・東株「調査彙報」等目次・証券財閲読本  
他 / 日本証券経済研究所編集

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Preserve Order Set Default

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- Check Status of Loan/Reservation
- InterLibraryLoan/Photocopy Request
- Check Status of Loan/Photocopy
- Purchase Request
- Check Status of Purchase Request
- Change Password (for Library patron-ID)
- Change E-mail Address
- Check Current Budget Status
- Check Budget Expenditures List

After registering the mail address, please click the 「Check Status of Loan/Reservation」.

Check Status of Loan/Reservation - Mozilla Firefox

opac.lib.hokudai.ac.jp/opac-service/srv\_odr\_stat.php

## Library Web Service

### Check Status of Loan/Reservation

Your Name: [REDACTED]  
Department: [REDACTED]

Loan status   Reserve status   Loan,return history   **Mail Sending setting**

Now setting: **stopped**  
Address: [REDACTED]

! Is mail for the return contract date notification received ?

It receives it.  
 It doesn't receives it.

Set   Close

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Open the tab of 「Mail Sending setting」.

Check Status of Loan/Reservation - Mozilla Firefox

opac.lib.hokudai.ac.jp/opac-service/srv\_odr\_stat.php

## Library Web Service

### Check Status of Loan/Reservation

Your Name: [REDACTED]  
Department: [REDACTED]

Loan status Reserve status Loan,return history **Mail Sending setting**

Now setting: **receive**  
Address: [REDACTED]

! Is mail for the return contract date notification received ?

- It receives it.
- It doesn't receives it.

Set Close

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The initial value is 「It doesn't receive it」. If you choose 「It receives it」, the notice mail will be sent to the mail address you have registered one day ago of the loan period.

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# **HOW TO SET UP THE NOTICE MAIL FROM LIB.**

END