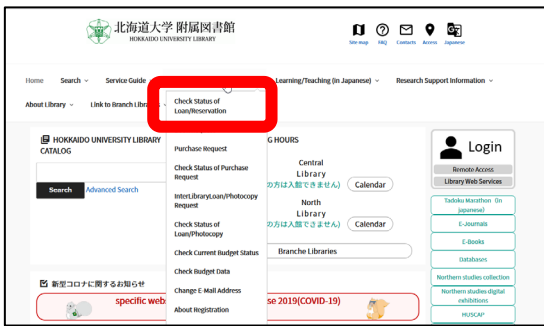


Guide 1-4 Library Web Services

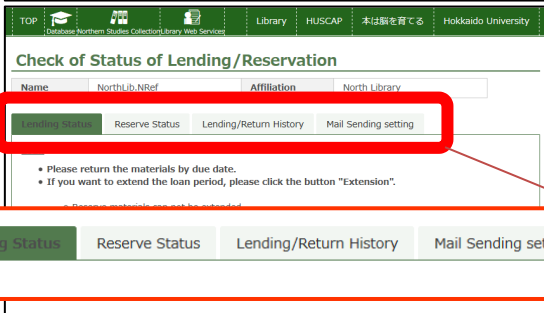
With ELMS/SSO ID and corresponding password, you can use following services whenever and wherever you are; Loan Period Extension, Upcoming Due Date Alert, Loan and Return History, Book Reservation and Book Request.

▶ Check Loan status

①



②



[“Top page of HU Library”](#) > [“Library Web Services”](#) > [“Check Status of Loan/Reservation”](#)

Choose your category and input your ID and password.

*For use web services with library card, registration is needed.

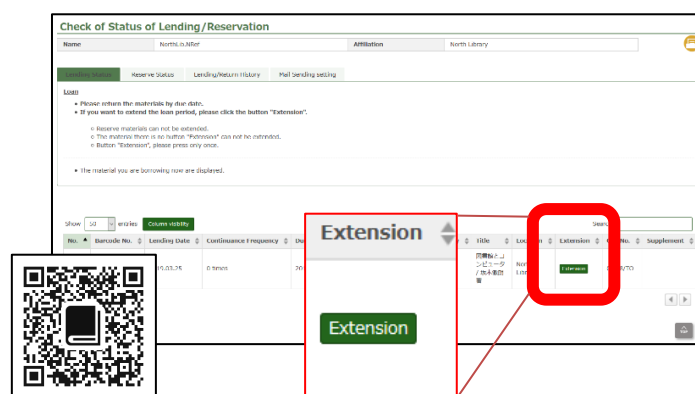
If you have not made a registration, ask the library of your department.

You can check the list of books you borrow now on the top page of web service.

By selecting the tabs, you can check following information;

- Reservation status
- Loan/return history (for the past six month)
- Mail Sending settings (for notification due date)

▶ Extension of Loan Period



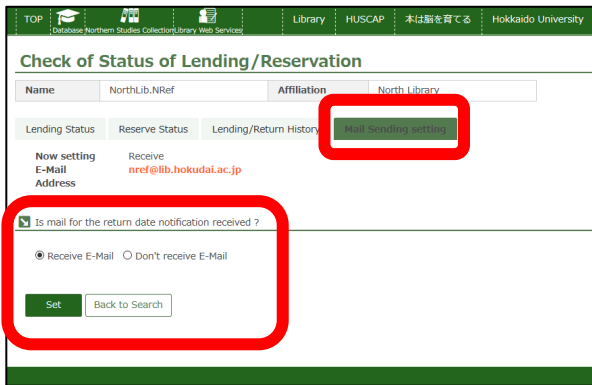
In the “Lending Status” tab, just click on the “extension” icon in the right column. That’s all for the extension of loan period.

c.f. Loan extension cannot be made when;

- your book has been reserved by another person
- you are in the penalty period
- you have already made loan extension up to the limit (the limit is differed for each library. For example, the limit for the books in open stack of Central and North Library is twice.)



E-mail alert of upcoming due date



In the [Mail sending setting] tab, you can change a setting for a return due notification e-mail.

For students, the default setting is "Receive E-mail".

For Faculty members, "Don't receive E-mail" is default.

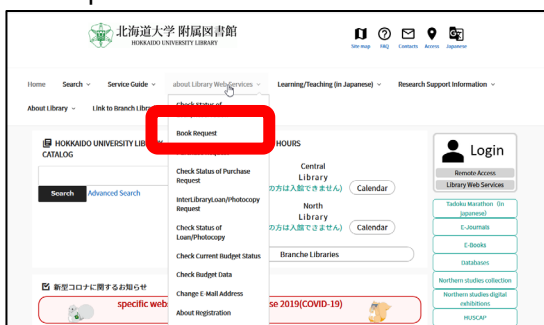
You can change your E-mail from "[Top page of HU Library](#)" > "[Library Web Services](#)" > "[Change E-mail Address](#)".



Book Request

You can request books which are not included in the present HU library collection.

①



"[Top page of HU Library](#)" > "[Library Web Services](#)" > "[Book Request](#)"

②

Please recommend books for students.
When selecting books for students, we consider your recommendations. (Your recommendation is not always selected.) A notice of recently purchased books will be put on the board of the reading room.

Be sure to fill in the items marked with *.

Book location* The Central Library The North Library

Name*

User ID*

Affiliation*

Position*

How we can contact you?

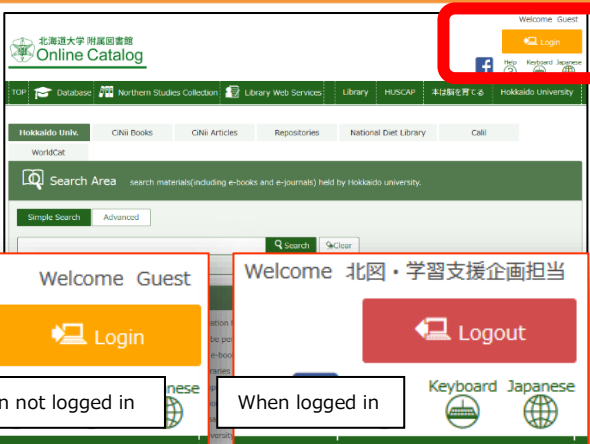
Contact (Telephone number, email address, etc.)

Fill out the request form and submit it!

We would appreciate if you fill in the ISBN column when it is known. That will greatly help us to proceed the book request.



Login status



You can see your Login status by check "Login" / "Logout" icon on the top right of the page.

Please make sure that click the "[Logout](#)" icon to log out after use web service on shared PC or Library's online catalogue PC.

※On ELMS PCs, you will be automatically logged out on reboot or shutdown PC.