

1 Service

2 Theme Setting

3 Materials gathering

4 Evaluation/ Organization 5 Performance Disclosure

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. About Reserve Rooms, please read guide"1-12".



How to log in

Library HP

HU Library
Online Catalog

Welcome Guest

Login

Remote Access

Library Web Services

Library Web Services

The Login

Help Keyboard Japanese

Company Help Keyboard Japanese

You can log in to Library Web Service from the top page of HU Library or the HU Library Online Catalog.

You can log in via following 2d code. \downarrow



2



Choose your category and input your ID and password.

- *When the page of 「サービスに送信する情報」appeared after you click the login button, press 「同意する」.
- *For use web services with library card, registration is needed. If you have not made a registration, ask the library of your department.

-

Check Loan status

Graduate students



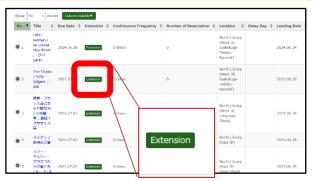
You can check the list of books you borrow now on the top page of web service.

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.

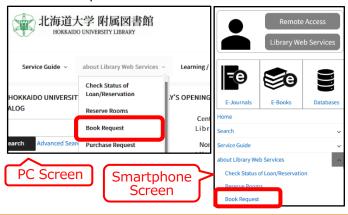
You can change your E-mail from

"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.



"Top page of HU Library" > "Library Web Services" > "Book Request"

*When you access from off-campus, you need to log in remote access service.

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 and click browser's "X" close button 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.