

## ■ Using My Library

### Login to My Library and renew books

#### What is this login screen means ?

Do you face difficulties when you see this screen?

By clicking “Document copy request” button to request for documents copy,

Or clicking the “Reservation” button to reserve a book, have you ever faced this screen?



このサーバーは **LDAP** 認証を使用します

ユーザー名:

パスワード:

情報メディア基盤センターを利用するためのアカウント情報(ユーザー名とパスワード)を入力してください。アカウント名とパスワードは、入学時のガイダンスで配布されています。自分のアカウント名とパスワードが分からなくなった場合は、学生証(または職員証)を持参して、情報メディア基盤センター事務局(内線 6639)で尋ねてください。  
 Input your account information (username and password) of Information and Media Center, Toyohashi University of Technology. If you forgot it, go to the office of Information and Media Center with your identification card.  
 パスワードを入力すると、最近のブラウザの多くはこのパスワードを記憶させますか?と質問してきます。この質問に対して「記憶する」という選択肢を選ぶと、あなたの使っているコンピュータのパスワードが暗号化されずに保存されることとなりますので、非常に危険です。パスワードは、絶対に保存しないようにしてください。  
 Most recent versions of web browsers prompt you to save your account information (username and password). This feature can put your account information at risk, because the browsers save it in your using computer without encryption. Therefore, it is strongly recommended that YOU SHOULD NOT SAVE IT.

This is the screen on Shibboleth Identity Provider Login.

Username and password are **account and password that issued by Information Media Center**

After login you can use library services such as online book reservation, copy request etc.

Please inquiry from Information Media Center 1F office if you don't know your username.

#### What you can do in My Library

Library homepage [http://www.lib.tut.ac.jp/index\\_e.html](http://www.lib.tut.ac.jp/index_e.html)

When you login from My Library button on the left

Below are some useful functions that can use in My Library

【Materials under request】 To check the status of the document copy request.

【Materials on loan】 To confirm the return date of books borrowed.

To extend the date of returning materials. (Refer to back page)

【My Folder】 Bookmark a book and do list management.

【Coping and Loan Request】 To request document copy from web. (Refer to Guide Sheet No.7)

\* When request for document copy or book loan, you need to hand in **Document copy or material loan request application form**.

【Purchase B】 (Staff only) To request book purchase for research from web. (Refer to Guide Sheet No.8)



My Library

# Check book loan and extension on loan period from My Library

Click  **My Library** on library homepage [http://www.lib.tut.ac.jp/index\\_e.html](http://www.lib.tut.ac.jp/index_e.html)

## Toyohashi University of Technology LIBRARY

Search Holdings

 My Library

### Announcement

There is no announcement.

### New arrivals

No conditions have been entered.

 [Conditions of new arrivals](#)

### Materials under request

You are not requesting any material.

### Materials on loan




You are borrowing 2 material(s). [View details](#)

### My folder

There is no folder registered. You may register materials in a folder on the Bookmark v

 [Managing My folder](#)

### Operation menu

- Request
-  [Photocopy](#)
-  [Loan](#)
-  [Purchase B](#)



豊橋技術科学大学  
TOYOHASHI

このサーバーは LDAP 認証を使用します

ユーザー名:

パスワード:

Click [Login] after input your username and password

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### Materials on Loan

My Library > Materials on Loan

2 material(s)

- Dad's grand plan (Oxford reading tree: S Roderick Hunt, Alex Brychta, Material II Please return this material by Jun 24, 2)
- 固体電子論概論 (物理学叢書:46. 固体物アシュクロフ, マーミン著/松原武生, 町田 Please return this material by Jun 24, 2)

### 【Loan status】

You can check the books borrowed and return date. You can request for renew for once during your return period.

※ However, you can't make renew if there is people booking that book.

### Make renew for book loan

Put  on the book you want to renew, then click [Renew] button.



Number of renew will show one time. Then, the renew procedure is complete. Please make sure the date of book returning.

※When you login using computer in library or any share computer, you must close all the screen before you switch off the computer.

You can also use My Library in your home or laboratory. Let's use this useful function!