

# How to use MyKULINE –Book Renewal & Reservation-

Extend due dates and reserve books on the Web!

Kyoto University MyKULINE is...

- ✓ A web library that is customized for every Kyoto University member.
- ✓ A web library that offers one-stop Kyoto University Library Online Services.

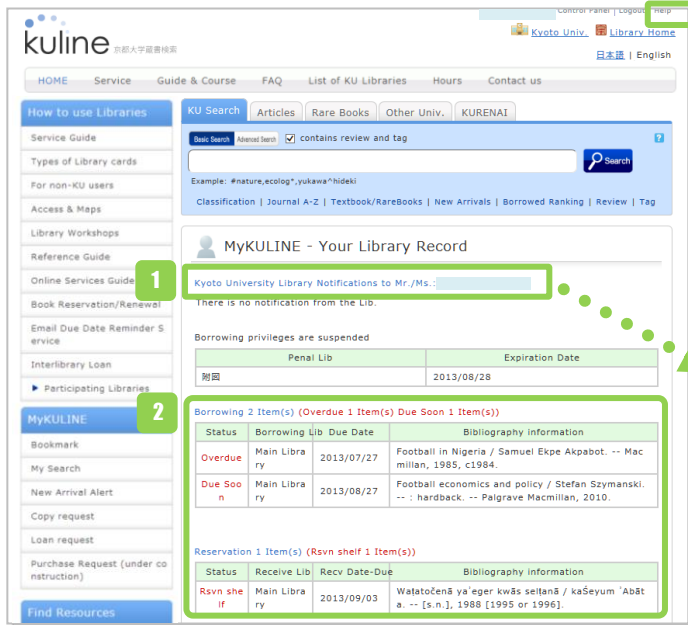
Here, we introduce you how to extend due dates and reserve books on the Web.

## Login / Logout

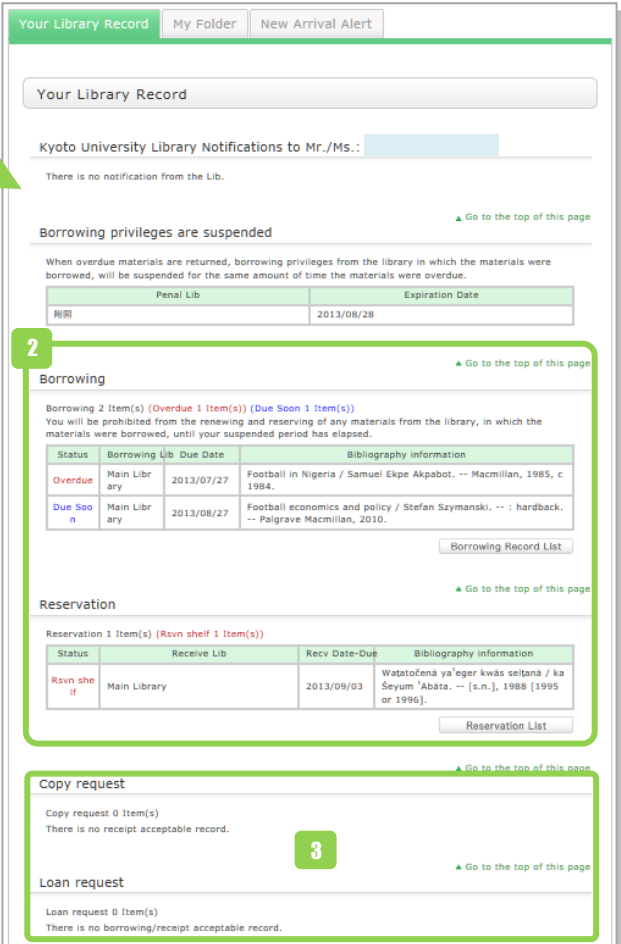


- 1 The Kyoto University Library Network <http://www.kulib.kyoto-u.ac.jp/>  
→ **KULINE** <http://kuline.kulib.kyoto-u.ac.jp/>
  - 2 To login to MyKULINE, please click the **Login**.
  - 3 Input your ECS-ID or SPS-ID and password, and then **“Login”**.
    - ECS-ID : Student Account (e.g.) a0\*\*\*\*\*
    - SPS-ID : Faculty and Staff Account (e.g.) taro123kyodai
- When you logout, please click the **“Logout”** link !!

## Check your Library Record



When you have some troubles or you want to know how to use MyKULINE, please see this **“Help”**. You can also see it by clicking the button on each page.



- 1 Click the **“Kyoto University Library Notifications to Mr./Ms.:XXXXXX”**, and then you can see your library record details.
- 2 **Overdue** item, **Due soon** item (which should be returned within 3 days), or **Reservation** item available is displayed here like this.
- 3 From this page, you can not only do check of user information and correction, but also confirm a request of copy or loan and borrowing history.
  - ☞ Reference Guide **“Guide to Interlibrary Loan Services”**

## Book Renewal

MyKULINE - Your Library Record

Kyoto University Library Notifications to Mr./Ms. [redacted]

There is no notification from the Lib.

Borrowing 3 Item(s)

Your Library Record

Kyoto University Library Notifications to Mr./Ms.: [redacted]

There is no notification from the Lib.

Borrowing

Borrowing 3 Item(s)  
You will be prohibited from the renewing and reserving of any materials in the library, in which the materials were borrowed, until your suspended period has elapsed.

Borrowing Record List

Borrowing list 1-3 of about 3

You can check the borrowing status. You can also extend the return date.

When you extend through MyKULINE the due date of books you borrowed, the due date will be updated, starting from the renewed date. Please note that such online renewals do not extend the original due date. When overdue materials are returned, borrowing privileges from the library in which the materials were borrowed, will be suspended for the same amount of time the materials were overdue.

No.	Status	Borrowing Lib	Due Date	Borrowing date	Volume	Bibliography information
1	<input checked="" type="checkbox"/>	Main Library	2012/10/24	2012/10/10	: pbk	Kyoto : a cultural history / John Dougill. -- : pbk. -- Oxford University Press, 2006. -- (Cityscapes).
2	<input checked="" type="checkbox"/>	Main Library	2012/10/24	2012/10/10	: ja	Culture and management in Japan / Shuji Hayashi ; translated by Frank Baldwin. -- : us, : ja. -- University of Tokyo Press, c1988.
3	<input type="checkbox"/>	Main Library	2012/10/25	2012/10/11	: Yale pbk	Through the seasons : Japn nature / Miyeko Murase. -- -- Sterling and Francine Cl... Institute, 2009.

Renew RefWorks EndNote Web Back to User Status

On this "Borrowing detail", you can check the number of renewal and so on. Moreover, you can export the data to the web-based bibliographic management tools, for example "RefWorks" and "EndNote Web".

Borrowing detail 1 of about 3

Renewal can be done for each document.

When you extend through MyKULINE the due date of books you borrowed, the due date will be updated, starting from the renewed date. Please note that such online renewals do not extend the original due date. When overdue materials are returned, borrowing privileges from the library in which the materials were borrowed, will be suspended for the same amount of time the materials were overdue.

Bibliography information	Kyoto : a cultural history / John Dougill. -- : pbk. -- Oxford University Press, 2006. -- (Cityscapes).
Status	
Borrowing Lib	Main Library
Due Date	2012/10/24
Borrowing date	2012/10/10
Numbers of renewal	0
Numbers of reservations	0
Dunning Numbers of requests	0
Notification	
Material handling type	備架図書
Volume	: pbk
Cell No.	GCJ156J04
Material ID	200025371915

Renew RefWorks EndNote Web Borrowing Record List

Are you sure to update these 2 books?

OK キャンセル

Renewal list

Extend the due date.

The following books were updated successfully.

No.	Status	Borrowing Lib	Due Date	Borrowing date	Bibliography information
1		Main Library	2012/10/25	2012/10/10	Kyoto : a cultural history / John Dougill. -- : pbk. -- Oxford University Press, 2006. -- (Cityscapes).
2		Main Library	2012/10/25	2012/10/10	Culture and management in Japan / Shuji Hayashi ; translated by Frank Baldwin. -- : us, : ja. -- University of Tokyo Press, c1988.

- To check the borrowing status, click the "Borrowing Item(s)" or "Borrowing Record List".
- On the "Borrowing Record List", you can check "Borrowing Library", "Due Date", "Bibliography information" and so on.
- Select the items you want to renew, and click the "Renew" button.
- Click the "OK" button in the popup window.
- The due date will be extended. Book renewal is complete.

### Caution!!

- ★ Renewal policy is different in each library. Please confirm it from the “List of KU libraries” at the following URL. URL: [http://www.kulib.kyoto-u.ac.jp/modules/newdb/list.php?id=3&n=100&sort=52&sort\\_method=asc&item=0&ml\\_lang=en](http://www.kulib.kyoto-u.ac.jp/modules/newdb/list.php?id=3&n=100&sort=52&sort_method=asc&item=0&ml_lang=en)
- ★ How many times you can extend the due date differs between holding libraries, but in many cases, you can only renew check out for an item one time.
- ★ You cannot extend the due date of “Vacation Loans”.
- ★ If others have reserved the item, you cannot extend the due date.
- ★ You cannot renew if you have an overdue material or are in penalty period.
- ★ Check out for some materials such as those that have attached materials (CDs, maps) may not be renewed.
- ★ When you renew through MyKULINE, the due date will be updated, starting from the renewed date. Please note that such online renewals do not extend the original due date.

## Reservation Request

Bibliography Details 62 of about 240

Japanamerica : how Japanese pop culture has invaded the U.S. / Roland Kelts. -- : pbk. -- Palgrave Macmillan, 2007. <BB02797598>

HoldingsList 1-1 of about 1

No.	Volumes	Library	Location	Call No	Material ID	Status	Due Date	Reservati on
0001	: pbk	Main Lib rary	2F/Open Shelf	KD J745 JK1	200008622005	Loane d out	2012/10/16	0items Reserve

Reservation Request

Select Request Conditions

Material Information

Japanamerica : how Japanese pop culture has invaded the U.S. / Roland Kelts. : pbk. -- Palgrave Macmillan, 2007. <BB02797598>

Next

- 1 You can reserve books through KULINE. Search KULINE, and click the “Reserve” button if you want to reserve books “Loaned out”.
- 2 On the “Select request conditions” screen, click the button “Next”.
- 3 On the “Request Information Entry” screen, confirm “Material information” and “Reservation client information”.
- 4 Fill in the “Reservation details entry”.

#### Reservation cancel date

After the date, your request will be canceled.

#### E-mail (\*required entry)

Your registered E-mail address for the library will be displayed. Select your E-mail from here. If you want to use another E-mail address, please enter to “Change Email” field.

#### Phone No. (\*required entry)

When the books are available, we contact to this Phone no. Your registered Phone no. for the library will be displayed. If you want use another Phone no., please enter to “Another Phone no.” field.

If you would like to be contacted by E-mail, please input this in the “Note” field.

- 5 Click the button “Submit”.

Reservation Request

The following reservation request will be submitted.

Request Information Entry

Material information

Japanamerica : how Japanese pop culture has invaded the U.S. / Roland Kelts. : pbk. -- Palgrave Macmillan, 2007. <BB02797598>

Reservation client information

Reservation details entry (confirmation)

1. Select a reservation type and the material to be requested.

Material ID	Library	Location	Call No.	Status	Due Date	Number
<input checked="" type="checkbox"/> 200008622005	Main Lib rary	2F/Open Shelf	KD J745  JK1	Loane d out	2012/10/16	0items

2. Enter (Confirm) the following reservation request details.

Apply Date: 2012/10/10 Receive Lib: Main Library

Reservation cancel date: Year Month Day

E-mail: \*Change Email: \*Email(confirm): \*Phone No.: \*Another Phone No.:

Submit Back to Select

**Reservation Request**

The following reservation request will be submitted. If the request details are correct, click the "Submit" button. 2

Select Request Conditions > Request Information Entry > Request Confirmation > Request Completion Notification

**Request Information Confirmation**

The following reservation request will be submitted. If the request details are correct, click the "Submit" button.

**Material information**  
Japanamerica : how Japanese pop culture has invaded the U.S. / Roland Kelts. -- : pbk. -- Palgrave Macmillan, 2007. <BB02797598>  
Volumes:: pbk  
YM of Serial:

**Request details**  
Material ID:200008622005, Apply Date:2012/10/10, Reservation cancel date:2012/10/11, Receive Lib:Main Library, Phone No.: , E-mail: , Note:

**Reservation Request**

The following reservation request has been submitted. 2

Select Request Conditions > Request Information Entry > Request Confirmation > Request Completion Notification

**Request Completion Notification**

The following reservation request has been submitted.

Order No.: **SV067890**

**Material information**  
Japanamerica : how Japanese pop culture has invaded the U.S. / Roland Kelts. -- : pbk. -- Palgrave Macmillan, 2007. <BB02797598>  
Volumes:: pbk  
YM of Serial:

**Select Request Conditions**  
Material ID:200008622005, Apply Date:2012/10/10, Reservation cancel date:2012/10/11, Receive Lib:Main Library, Phone No.: , E-mail: , Note:

**6** On the "Request Confirmation", if the request details are correct, click the "Submit".

**7** On the "Request Completion Notification", your reservation request has been submitted.

**Caution!!**

★ Reservation policy is different in each library. Please confirm it from the "List of KU libraries" at the following URL.

URL:[http://www.kulib.kyoto-u.ac.jp/modules/newdb/list.php?id=3&n=100&sort=52&sort\\_method=asc&item=0&ml\\_lang=en](http://www.kulib.kyoto-u.ac.jp/modules/newdb/list.php?id=3&n=100&sort=52&sort_method=asc&item=0&ml_lang=en)

★ If you are notified by the library your reserved item is available, please go to check it out as soon as possible.

**Cancel Reservation**

**MyKULINE - Your Library Record**

Kyoto University Library Notifications to Mr./Ms.:  
There is no notification from the Lib.

Borrowing 4 Item(s)  
Reservation 1 Item(s)

**Reservation list** 1-1 of about 1

Your Library Record > Reservation list

You can check the reservation status. You can also cancel or delete reservation. 2

No.	Status	Receive Lib	Reservation seqNo.	Recv Date-Due	Bibliography information
1	Reserved	Main Library	1		Japanamerica : how Japanese pop culture has invaded the U.S. / Roland Kelts. -- : pbk. -- Palgrave Macmillan, 2007.

Cancel Reservation Remove from List RefWorks EndNote Web Back to User Status

Are you sure to cancel these 1 requests?

OK キャンセル

**1** After login to MyKULINE, click the "Reservation item(s)".

**2** You can confirm the status of your reservation requests, for example, number of books and current status. If you want to cancel a reservation, check and click the button "Cancel Reservation".

**3** Click the button "OK" in the popup window.

**4** The Status has changed to "Cancelled".

**Cancel reservation Result list**

Your Library Record > Reservation list > Cancel reservation Result list

The following requests were canceled.

No.	Status	Receive Lib	Recv Date-Due	Bibliography information
1	Cancelled	Main Library		Japanamerica : how Japanese pop culture has invaded the U.S. / Roland Kelts. -- : pbk. -- Palgrave Macmillan, 2007.