

# How to use MyOPAC



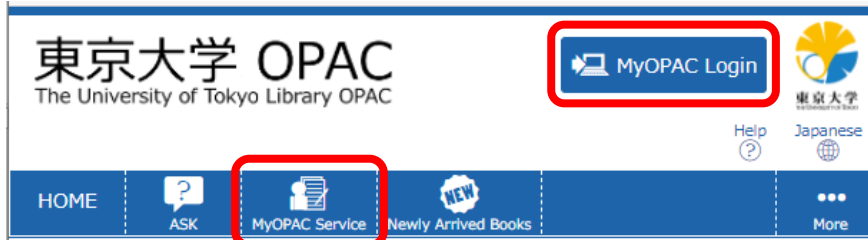
Access to MyOPAC

## MyOPAC Services

- (1) Extend the loan period
  - (2) Reserve on-loan books
  - (3) Request books from other campuses
  - (4) Request copies of academic papers (the library of UTokyo or a library of other universities)
  - (5) Request books from other universities
  - (6) Place library purchase requests
  - (7) Manage mail setting for return date notifications
  - (8) Register / change the e-mail address
  - (9) Check lending / return history
- (4) and (5) are paid services.  
Before using the service, you need to apply to the affiliated library.

## 1. How to login to MyOPAC

- ① Access UTokyo OPAC, click "MyOPAC Login" and log in with your UTokyo Account or Library Account.



- ② Select a service from the "MyOPAC service" menu.

## 2. To extend the lending period

- ① Select "Status of Loan / Reservation" from the MyOPAC service menu and display the material on loan.



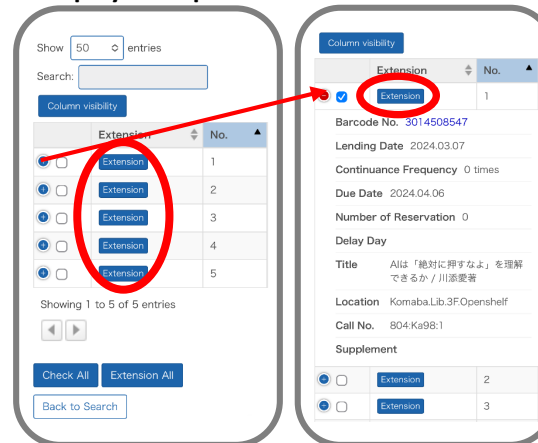
- ② Click the "Extension" button of the material for which you want to extend the loan period.  
If the button is not displayed, you cannot renew it.

### <Display example 1>

Column headings can be rearranged by drag and drop.  
Changes remain in each account.

Extension	No.	Barcode No.	Lending Date	Continuance Frequency	Due Date	Number of Reservation	Delay Day	Title
<input type="checkbox"/> Extension	1	3014508547	2024.03.07	0 times	2024.04.06	0		AIは「絶対に押すなよ」を理解できるか / 川原榮著
<input type="checkbox"/> Extension	2	3014796209	2024.03.11	1 times	2024.04.10	0		キュービーズ：フランスの台所近代史 / カトリーヌ・クラリス著；須崎文代訳

### <Display example 2>



The following conditions are required to extend the loan period of the Komaba Library materials.

- (1) No other user has reserved the book.
- (2) The loan has not been extended to the maximum.
- (3) You do not have material that is overdue.
- (4) You do not have overdue penalties.

- ③ If you can extend it, "Due Date" and "Continuance Frequency" will be updated. If you cannot extend it, an error message will be displayed, so please check carefully.

### 3. To make a reservation

#### Reservation/Delivery Request Service

- You can make a reservation for materials currently being borrowed by someone else.
- As soon as materials are returned, you will be given priority to borrow them.
- You can request delivery of materials from other campuses to your affiliated library or the campus central libraries.

① Search for materials by OPAC or MyOPAC.

② Click the “Reserve” button for the material you need.  
If the button is not displayed, you cannot make a reservation.

Yayoi Campus

Location	Volume	Call No.	Barcode No.	Status	Collection	Printed	Comments	V-Shelf	Copy	PDF	Reserve
Agr.Lib.General	上	204:D71:1	5050023869			2000.11		V-Shelf	Copy		Reserve
Agr.Lib.General	下	204:D71:2	5050023877			2000.11		V-Shelf	Copy		Reserve

③ Appoint an address, select the receipt counter, and click “Reservation”.  
(You need to log in to MyOPAC to confirm your reservation.)

Please appoint an Address.

E-mail

Tel

no notification

Please select Receipt Counter.

Komaba.Lib.

General Library

Kashiwa.Lib.

Reservation

Back to Bibliography Details

To cancel your reservation, select “Reserve Status” of “Status of Lending / Reservation”.

**Status of Lending/Reservation**

Name

Lending Status   **Reserve Status**   Lending/Return

See Status column.  
 "Waiting for delivery"...The book is on loan or waiting for delivery.  
 "Under dispatch"...The book is under dispatch from the holding.  
 "On hold"...The book is arrived at the receipt counter. Please check it.

Status	Location	Call No.	Cancel
Waiting for delivery	Agr.Lib.General	204:D71:1	Cancel



You can access each service from the bottom of the MyOPAC page!



MyOPAC Service

Status of Loan/Reservation

Book Order

Interlibrary Loan/Photocopy Request to Other Univ.

Book Request

Status of Loan/Photocopy

Book Order/Request Status

OPAC User's Guide

Let's master OPAC



Basic Library Guide

Let's master how to use the library



The Komaba Library, the University of Tokyo

Contact : User Service Section

Email : etsuran@lib.c.u-tokyo.ac.jp