**Opac Online Service**

**Reservation**

**Step 1: Access OPAC**
1. Search the book you need
2. Confirm the status of the book

**You CAN NOT reserve**
- When you keep some overdue materials.
- The book which is on shelf.
- Journals, reference books, and audio visual materials.
- The long overdue books (over 6 months).
- The book which has already been reserved.

**Step 2: Log in**
3. Click “Reserve”
4. Enter your User ID and Password
5. Click “Login”

**Step 3: Request Condition Selection**
6. Choose your Receiving campus
7. Click

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**Bibliography Details**

<table>
<thead>
<tr>
<th>No.</th>
<th>Volumes</th>
<th>Location</th>
<th>Call No</th>
<th>Material ID</th>
<th>Status</th>
<th>Due Date</th>
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<td>0001</td>
<td>pbk</td>
<td>U 3F Books</td>
<td>653.51478</td>
<td>0004095261</td>
<td>Exired</td>
<td>2014/9/24</td>
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**Holdings List**

Showings Holdings Listing with Search conditions
Search conditions: (Material ID=0004095261)

Click a number to display details about the collection.

**Reservation Request**

Set the following conditions and click the [Next] button.

**Select Request Conditions**

- Material Information
  - Volumes: pbk
  - Ym of Serial:

- Select Request Conditions
  - Select the library where you want to pick up the material.

**Receiving Campus:** Udagawa (Udagawa) campus

Click **Next**
**STEP 4**

**Request Information Entry**

⑧ Check

⑨ Check the box of the book you need

⑩ Click “Submit”

**STEP 5**

**Request Confirmation**

⑪ Click

We will send an e-mail (@kwansei.ac.jp) when the book is ready.
You can confirm the status of your reservations on the OPAC (User Inquiry).
When the status becomes “Rsvn shelf”, you can borrow the book you have requested.

**How to cancel**

You can cancel the reservation on the OPAC (User Inquiry).
However, when the status becomes “Rsvn delivery”, you can NOT cancel it.