

View Your Records

Check/Renew the Due Date Check/Cancel Requested Books

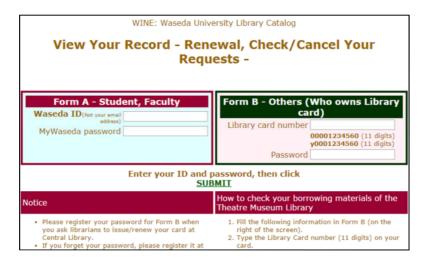
User Guide No. 4-E Waseda University Library Mar. 28, 2017

From "View Your Records" on WINE, you can check the due dates of library materials you have borrowed and renew loans. You can also check and cancel requests for library materials. If you are a MyWaseda user, please fill out the same password to log in MyWaseda. For those who do not hold MyWaseda account, please visit the reference desk at the Central Library or other campus libraries to register a password.

- * To avoid overdue returns, always check the materials you have borrowed on the View Your Records page.
- * When the system is busy, the data may not be updated immediately after borrowing, returning, or reserving library materials. If this happens, please wait for a few minutes and try again.

Access "VIEW YOUR RECORDS"

- (1) Click **View Your Records** on the WINE start-up page.
- (2) Enter your login ID and password on the login page and click **Submit**.



How to enter your login ID and password on the login page

MyWaseda Users

Login ID

Enter your Waseda ID.

Password

Enter your MyWaseda password.

Library Card Users

Library card number

Enter the 11-digit alphanumeric code written on the bottom right seal on your library card.

Password

If you do not know your password, ask at a reference desk to register a new password.

== Part-time Lecturers==

If you use MyWaseda, use Form A- Student, Faculty.

If you are not a MyWaseda user, use Form B-Others (Who owns library card).

Checking and renewing the due date

Renewable loans

- Renewing loans can be made for non-overdue materials that do not have a hold from other users.
- Renewing loans is not available in case that that user's privilege has been suspended.
- For materials that are not renewed, re-borrowing the materials can be made at the time of returning them if there is not a hold on them.

Number of renewals and renewal period

· Maximum number of renewals

Two times.

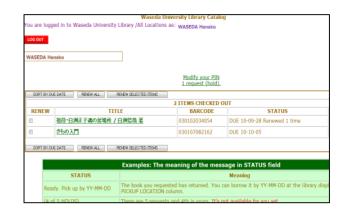
· Duration of available renewals

From five days prior to the due date, to the due date. *The renewal period is the same length as the original loan period.

WASEDA Hanako 2 Items currently checked out 1 request (hold). Examples: The meaning of the message in STATUS STATUS Meaning Ready. Pick up by YY-MM-DD PICKUP LOCATION column. (4 of 5 HOLDS) There are 5 requests and 4th is yours. It's not available for you RECALLED DUE YY-MM-DD TOO SOON TO RENEWED DUE YY-MM-D RENEWED Now due yy-mm-dd This book has been renewed properly.

How to check and renew library loans

- (1) On "View Your Records", click XX items currently checked out
- (2) The next page lists the materials you are currently borrowing. If there is a hold on a material, "+ xx request" will appear after the DUE in the **STATUS** column. (You cannot renew materials that have a hold on them.)
- (3) To renew the loans of all borrowed materials, click RENEW ALL. To renew certain books, check the box to the left of the title and click RENEW SELECTED ITEMS.
- (4) When the new due date appears in the STATUS column, the renewal is complete. Click LOG OUT.



Checking and Canceling Requests

Requests

You can place a hold on a book from WINE. See System No. 5 "Requests" in the User Guide Series for instructions on how to place a hold.

Checking requests

- (1) On "View Your Records", click xx request.
- (2) The next page lists the materials you have requested. If a due date appears in the **Status** column, the book has not been returned. If "Available" appears, the book is being held for you. You can pick up the book at the circulation desk. The book will be held for one week. If you do not borrow the book during that time, the request will be canceled automatically.

Canceling requests

(1) To cancel all requests, click CANCEL ALL on the list page. To cancel certain requests only, check the box to the left of the title and click

CANCEL CELECTED ITEMS

(2) When the request information is cleared from the page, the cancel procedure is complete. Click LOG OUT.

