



# 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**.

WINE: Waseda University Library Catalog	
View Your Record - Renewal, Check/Cancel Your Requests -	
<b>Form A - Student, Faculty</b> Waseda ID (Not your email address) <input type="text"/> MyWaseda password <input type="password"/>	<b>Form B - Others (Who owns Library card)</b> Library card number <input type="text"/> 00001234560 (11 digits) y0001234560 (11 digits) Password <input type="password"/>
Enter your ID and password, then click <b>SUBMIT</b>	
<b>Notice</b> <ul style="list-style-type: none"><li>• Please register your password for Form B when you ask librarians to issue/renew your card at Central Library.</li><li>• If you forget your password, please register it at</li></ul>	<b>How to check your borrowing materials of the Theatre Museum Library</b> <ol style="list-style-type: none"><li>1. Fill the following information in Form B (on the right of the screen).</li><li>2. Type the Library Card number (11 digits) on your card.</li></ol>

## 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.

LOG OUT

WASEDA Hanako

Modify your PIN  
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	The book you requested has returned. You can borrow it by YY-MM-DD at the library pickup location.
(4 of 5 HOLDS)	There are 5 requests and 4th is yours. It's not available for you.
RECALLED	The book you are borrowing is overdue and other user requested.
DUE YY-MM-DD <b>TOO SOON TO RENEW</b>	It's too soon to renew this book. You can't renew this book yet.
DUE YY-MM-DD <b>RENEWED</b> 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**.

Waseda University Library Catalog

You are logged in to Waseda University Library / All Locations as: WASEDA Hanako

LOG OUT

WASEDA Hanako

Modify your PIN  
1 request (hold).

SORT BY DUE DATE RENEW ALL RENEW SELECTED ITEMS

RENEW	TITLE	BARCODE	STATUS
<input type="checkbox"/>	祖母・白洲正子達の足場 / 白洲信哉 著	030102034054	DUE 10-09-28 Renewed 1 time
<input type="checkbox"/>	さもの入門	030107082162	DUE 10-10-05

SORT BY DUE DATE RENEW ALL RENEW SELECTED ITEMS

Examples: The meaning of the message in STATUS field	
STATUS	Meaning
Ready. Pick up by YY-MM-DD	The book you requested has returned. You can borrow it by YY-MM-DD at the library pickup location.
(4 of 5 HOLDS)	There are 5 requests and 4th is yours. It's not available for you yet.

## 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

- On "View Your Records", click **xx request**.
- 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

- 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 SELECTED ITEMS**.
- When the request information is cleared from the page, the cancel procedure is complete. Click **LOG OUT**.

Waseda University Library Catalog

Return to Catalog Start Over

Requesting 1Q84, Book 1(4月-6月) / 村上春樹 著

Choose one item from the list below:

Mark	LOCATION	CALL #	STATUS
<input checked="" type="radio"/>	A-CENTRAL/2F JPPAN	913.6 1	ON HOLDSELF +31 HOLDS
<input type="radio"/>	C-TOYAMA/3F GAKUSHU	913.6 1.018 01	ON HOLDSELF +29 HOLDS
<input type="radio"/>	C-TOYAMA/CREATIVE WRITING	913.6 1169 01	LIB USE ONLY Cannot request this item, please check the library.
<input type="radio"/>	D-RIKOH/GAKUDOKU	913 1	DUE 10-09-27 +9 HOLDS
<input type="radio"/>	E-TOKOROZAWA/JPPAN	913 1	ON HOLDSELF +3 HOLDS
<input type="radio"/>	WE-EDU/JPPAN WASHO	913.6 17 1	DUE 10-09-21 +22 HOLDS

REQUEST SELECTED ITEM