My DOORS is the online portal service connecting you to the Doshisha University library. Renewal, Alert Service and other useful services are available. You can use it also on your laptop or mobile.

How to Login

You are required to login to use My DOORS. At first, click the 'Log in' button in the upper right corner of DOORS.

On the next page, Input UserID or Library Card ID and Password, and login.

Tips for DOORS

- **Doshisha University Students, Faculty, Staff**
  - Fill the UserID and Password.
  - Prerequisite for use: Staff are required to register for this system.

- **Registered Library Users (e.g., Alumni, Part-time staff...)**
  - Fill the UserID (Library Card ID) and Password.
  - Prerequisite for use: Users are required to register password.

After login, your name is displayed.

My DOORS Menu

You can select My DOORS services from the pull-down menu. Some services are not available depend on user’s status.

My DOORS Services

- **Renewal**
  - You can extend the loan period before the due date.
  - 1. Click 'Check Status of Loan/Reservation' on My DOORS menu.
  - 2. Click 'Extension' on Lending Status tab.
  - 3. Finished!

  *Renewal are unavailable for some reasons:
   - The materials have already been reserved by other users.
   - You have overdue books.
   - You have reached the maximum number of renewals on the book.

  *Renewal extends 2weeks (or 1month) from the date you renewal, not from the due date.

<table>
<thead>
<tr>
<th>Loan period / Maximum number of renewals</th>
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<tbody>
<tr>
<td><strong>Imadegawa Library General Collection</strong></td>
</tr>
<tr>
<td><strong>Imadegawa Library Stacks</strong></td>
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</tbody>
</table>

*Please ask at the faculty office about Renewal for faculty materials.*
**Bookmark**

Register
You can register the bibliographic data that you searched on DOORS.

Edit
Clicking “More” on Bookmark of My DOORS homepage, you can edit your bookmark list.

**Alert Service**

We provide the email notification about new materials that match your interest.

You can register 5 conditions that we refer to notice.

- You can receive notification about a new issue of registered journals.

**Search Conditions Preservation**

You can register search conditions that you put on DOORS and you can search materials again under the registered conditions.

**Other Useful Services**

- **Purchase Request / Check Status of Purchase Request**
  You can make a purchase request for materials that are not held in Doshisha University Library.
  - You are required to put bibliographic information, especially title and publisher.
  - It takes one and a half month or more until the item will become available.
  - In some cases, we reject your request, sorry.

- **Check Status of Photocopy/Interlibrary Loan**
  Refer to Tips for DOORS4 to apply for Photocopy/Interlibrary Loan.

- **Change E-mail Address**
  You can change the e-mail address you registered.

- **Change Password**
  Library card holders can change the password for My DOORS.

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