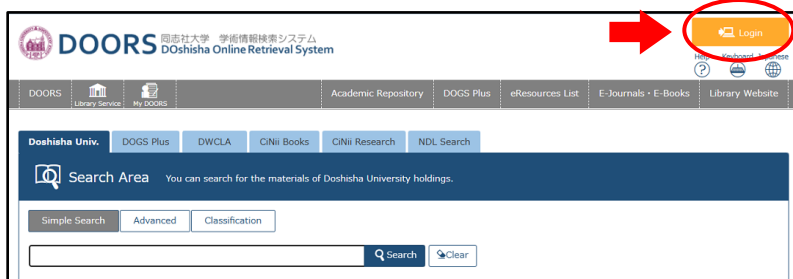


# Tips for DOORS My DOORS

My DOORS is an online service portal connecting you to the Doshisha University Library. Renewal, Bookmark, Alert Service and other useful services are available. You can access from anywhere via the Internet.

## How to Login

Click "Login" in the upper right corner of DOORS, and you are ready to log in.



### ► Doshisha University Students, Faculty, Staff

Enter your user ID and password.

\*Prerequisite for use: Staff are required user registration.

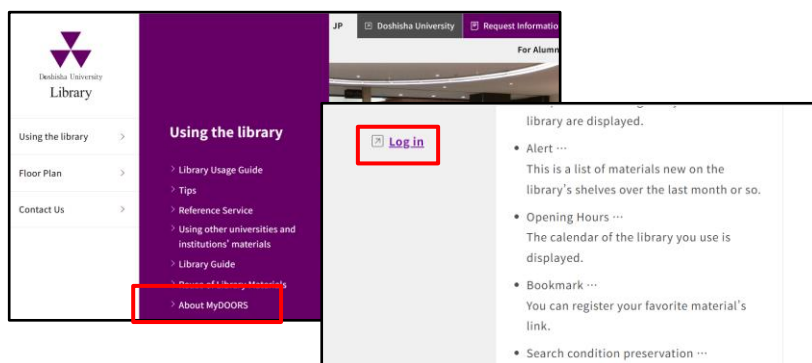
### ► Registered Library Users

(e.g., Alumni, Part-time staff)

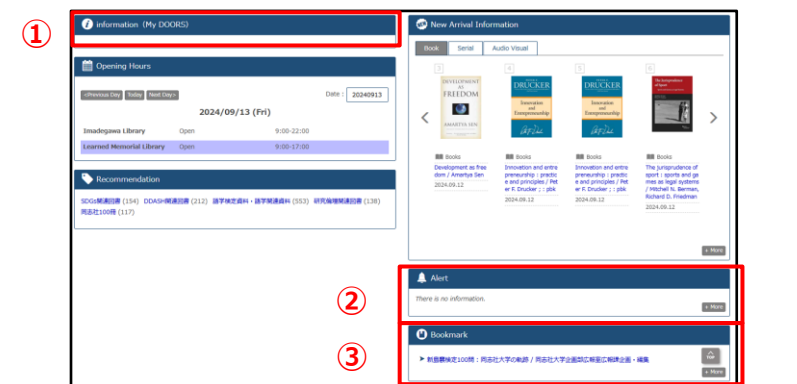
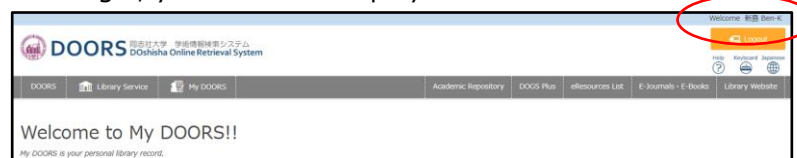
Enter your user ID (Library card ID) and password.

\*Prerequisite for use: Users are required to register password.

You can also log in by clicking "About MyDOORS" in the left sidebar of the home page and "Log in" on the "My DOORS" page.  
(Home>Using the library >About MyDOORS)



After login, your name is displayed.



- ① Information – You can receive personal notices from the library.
- ② Alert Service\* – The materials that match the conditions you set for Alert Service are displayed here.
- ③ Bookmark\* – The saved information on materials is displayed here.

\*The details are on the back.

To return to the home page of My DOORS, click DOORS.

## My DOORS Menu

You can select My DOORS services from the pull-down menu. Availability of the service differs depending on user's status.



The same menu is in the footer of the page.

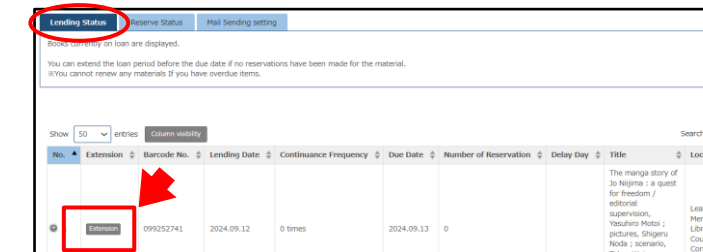


## My DOORS Services

### ◎ Renewal

Check Status of Loan/Reservation

You can extend the loan period before the due date. Click "Extension" on the Lending Status tab.

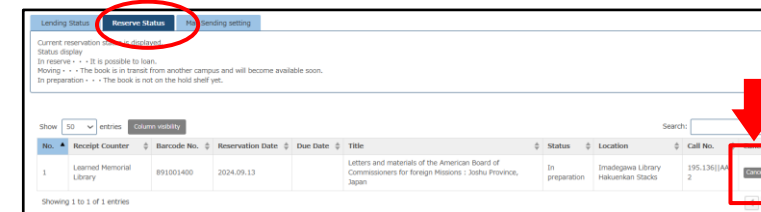


- Renewal may be unavailable for some reasons:
  - The materials have already been reserved by other users.
  - You have overdue books.
  - You have reached the maximum number of renewals on the book.
- Renewal extends the loan period from the date of renewal, not from the due date.
- Please ask at the faculty office about renewal for faculty library's materials.

### ◎ Cancel Your Reservation

Check Status of Loan/Reservation

You can cancel your reservation. Click "Cancel" on the Reserve Status tab.



- Status
  - In reserve –It is possible to loan
  - Moving –The book is in transit.
  - In preparation –The book is not on the hold shelf yet.
- You cannot cancel your reservation if the status of the material is "In reserve".**

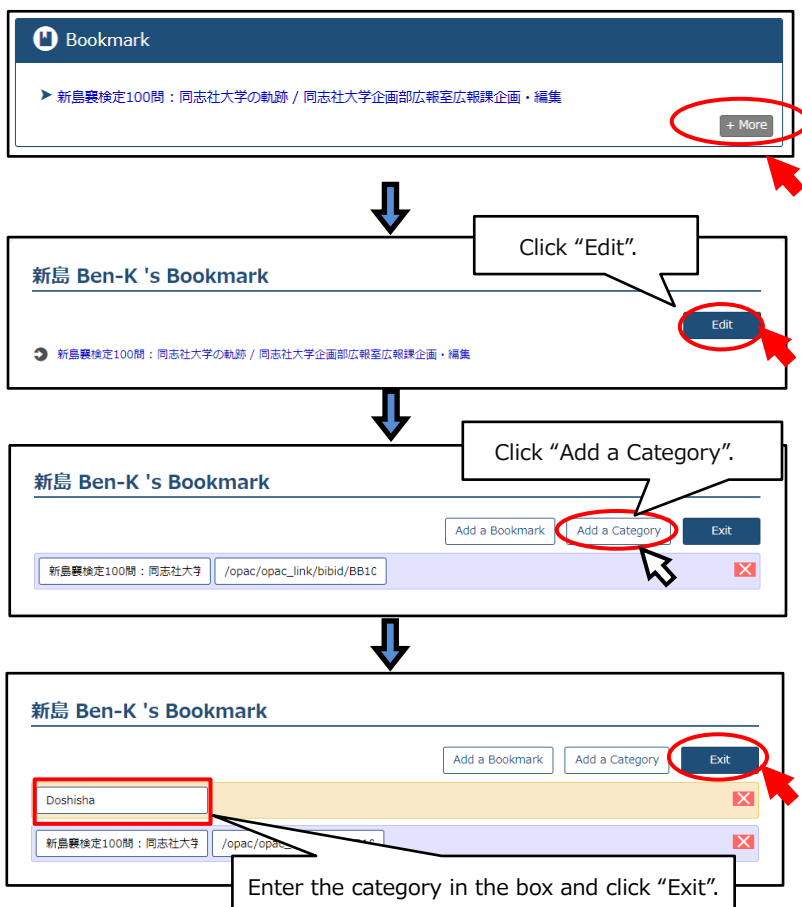
To make a reservation, please refer to **Tips for DOORS 1- Search & Reservation -**.

## ◎ Bookmark

You can save the information on material you found on DOORS. After log in to My DOORS, click the title of the material you found. Then, click "Bookmark" on the left side of the screen, and you can save the information.

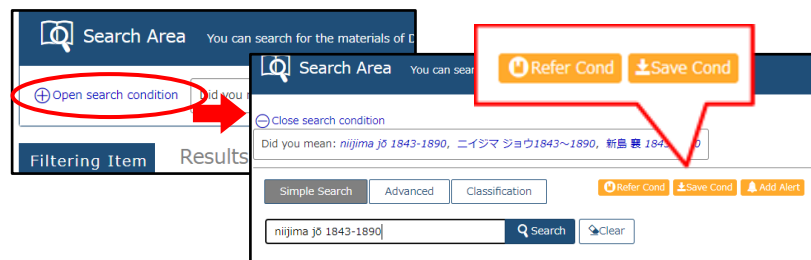


You can see your bookmark on the home page of My DOORS. Click the title, and the saved information is displayed. By clicking "More", you can edit your bookmark list, or add a category.

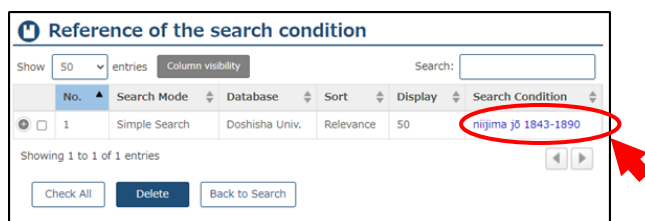


## ◎ Saving Search Conditions

You can save the search conditions for searching for the material. After log in to My DOORS, click "Open search condition". Then, click "Save Cond".



Click "Refer Cond", and the saved conditions are displayed. To search again, click the link in "Search condition". You can also delete conditions on this screen.

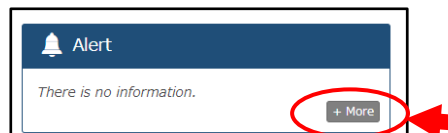


## ◎ Alert Service

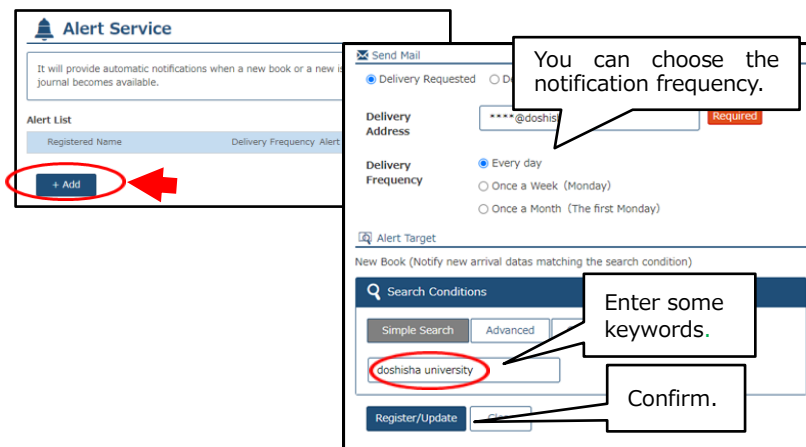
You can receive email notifications about new arrivals.

How to set on My DOORS

Click "more".



Click "Add" to open the screen for setting conditions.



Set search conditions and notification frequency, then click "Register/Update" to confirm.

Information on the material found by the set conditions will be sent by email on a regular basis.

## How to set on the material search screen

You can receive notifications about a new issue of the selected journals. After log in to My DOORS, open the page of the journal information you need to be notified, and click "Alert Service" on the left side of the screen to set the alert.



## ◎ 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 need to enter the bibliographic information, especially the title and the publisher.
- ▶ It takes one and a half month or more until the material become available.
- ▶ In some cases, the library might not be able to accept your request.

### Check Status of Photocopy / Interlibrary Loan

Refer to *Tips for DOORS 4* to apply for Photocopy/Interlibrary Loan.

### User Information Change

You can change the e-mail address you registered.

### Change Password

Library card holders can change the password for My DOORS.

**\*Doshisha University Students, Faculty, and Staff can change the password not on My DOORS, but on "Web Single Sign On".**

- ▶ Please log out after use.
- ▶ Available services are limited depending on your status.