

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.

<b>DOC</b>		社大学 学術情報検索シス hisha Online Retrieval	テム System			elp Login
DOORS Library Serv	vice My DOORS	DOGS Plus	Database searc	ch portal E-Jo	ournals • E-Books	Library Website
Doshisha Univ.	DOGS Plus	Academic Repository	DWCLA	CiNii Books	CiNii Research	NDL Search
👰 Search	n Area You	can search for the mater	ials of Doshisha	University holdi	ngs.	
Simple Search	Advanced	Classification				
			<b>Q</b> Search	Clear		

### ► 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 "My DOORS" in the left sidebar of the home page or "Log in" on the Online Services page. (Home>Using the library >Online services)



#### After login, your name is displayed.

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DOORS 周志社大学 学術情報検索システム DOShisha Online Retrieval System	Welcome 新島 Ben-
DOORS mit Library Service 😭 My DOORS	DOGS Plus Database search portal E-Journals - E-Books Library Webste
Welcome to My DOORS!! y cooses a your personal literary record.	
🚺 Information (My DOORS)	New Arrival Information



- 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 ODORS.

## My DOORS Menu

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

DOORS 回志社大学 学術情報検索システム DOshisha Online Retrieval System		
DOORS 🔝 Library Service 😰 My DOORS		
Check Status of Loan/Reservation Photocopy/Interlibrary Loan Request Check Status of Photocopy/Interlibrary Loan	Purchase Request Check Status of Purchase Request	User Information Change

## The same menu is in the footer of the page.

Hy DOORS		
Check Status of Loan/Reservation Photocopy/Interlibrary Loan Request Check Status of Photocopy/Interlibrary Loan	Purchase Request Check Status of Purchase Request	User Information Change

## 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.

GOKS G	mentily on loan	n are displayed.								
fou can R'You ca	extend the loa nnot renew ar	in period before the only materials If you ha	due date if no reserva ave overdue items.	tions have been made for the m	naterial.					
Show	50 v ent		a la companya da companya d							
Show	50 v ent	ries of a new solution	9 ‡ Lending Date ‡	Continuance Frequency	Due Date 🌲	Number of Reservation	Delay Day	† Title	¢	Location

#### ▶ 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 –It is on loan to another user.
- 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 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.

Reference of the search condition							
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# Alert Service

You can receive email notifications about new arrivals.



Click "more".



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

Alert Service	
It will provide automatic notifications when a new book or a new is journal becomes available.	<sup>Send Mail</sup> <sup>® Delivery Requested ○ D</sup> You can choose the notification frequency.
Alert List	Delivery Address Required
+ Add	Delivery   Every day  Frequency  Once a Week (Monday)  Once a Month (The first Monday)
	Alert Target  New Book (Notify new arrival datas matching the search condition)      Search Conditions     Enter some     keywords.      coshisha university     Confirm.

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.

	New					
	Natio	nal g	eogra	phic		
	Materia	l Type	Journals			
	s(year)	Vol. 116, no. 6 (Dec. 1959)-				
	Publish	er	Washingt	on, D.C. : National Geo	graphic Society	
	Year		c1959-			
Output this	Size		v. : ill. ; :	26 cm		
Information	Volume	s	Not Foun	d.		
Send Mail Output File	N Plea	ase click	Links to (	content to confirm E-J	ournals & E-Book	S. ★ ArticleLinker
C Export RefWorks	* The c	ontents a	re searched	by ISSN.		
Alert Service	ISSN	Title		Coverage Range	Links to content	Resource
Bookmark	0027- 9358	Chi		2015/05/27 - Present	Journal	PressReader

# **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.