



Web Service features ※Detailed instructions will follow

1. Book Reservation
2. Check Loan and Reservation Status
3. Cancel a Reservation
4. Renew Lending Period
5. New Book Notification Emails
6. Search the Library Catalog

Who can use this service?

Library Card Holders (Living, working or studying in Minoh)

How to access the Web

PC Link <https://www.city.minoh.lg.jp/library/>

For Smartphones

Use your Smartphone camera
to scan the QR code:



For Computers

①Go to the City Library website



②Click "My Page" (マイページ)



③This will open the Web Service page.



How to set your password

① Click "Issue a Password" (パスワード発行)



② Enter your Library Card number and Phone number, select your Date of Birth from the drop-down menu, and press the Submit (送信) button.

パスワード発行

パスワードの発行（再発行）ができるのは、真面目市に在住・在勤・在学で貸出券をお持ちのかたです。貸出券番号、電話番号、生年月日を入力してください。

貸出券番号はハイフンを取り除いて入力してください。（例:901234-5 → 9012345）
電話番号はハイフンは不要です。（例：0727224580、09012345678）
生年月日はプルダウンで選択してください。（例：20190101）

貸出券番号

電話番号

生年月日 年 月 日

Submit

Library Card Number

Phone Number

Date of Birth

Enter your Library Card number without hyphens.
(e.g.:901234-5 → 9012345)

Enter your Phone number without hyphens.
(e.g.:0727224580, 09012345678)

Select your Date of Birth from the drop-down menu in YYYYMMDD format.
(e.g.:20190101)

③ Enter your password, and press the "Register" (登録) button.

パスワードを入力し、「登録」ボタンを押してください。
パスワードは半角英数字を組み合わせて6文字以上に入力してください。
確認のため、パスワードをもう一度「(確認用)」に入力してください。

パスワード

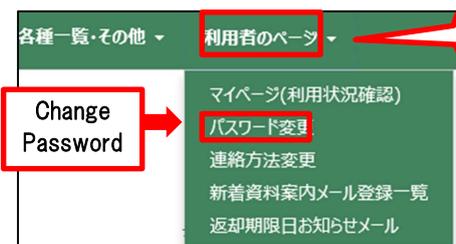
パスワード(確認用)

Register

Password

Password (confirmation)

※ You can change your password from the "User page" (利用者のページ).



User Page

Please note: Password must be more than 6 letters long.

Caution

- ※ Please remember your password by yourself.
- ※ Your password must be at least 6 characters long and a combination of alphanumeric characters.
- ※ If you forget your password, please reissue a new password by clicking "Issue a Password" (パスワード発行).

How to access the Web Service features

1. Book Reservation (Catalog Search)
2. Check Loan Status
3. Renew Lending Period
4. Check Reservation Status
5. New Book Notification Emails

1. Book Reservation (Catalog Search)

- You can reserve up to ten items total per person. (ten items total regardless of reservation method i.e. at the counter, via fax, phone or web)
- For multiple volumes of a series, you can reserve the series in order by selecting “Specific Series Reservation”(シリーズ予約指定).
- Please register your e-mail address to be notified when your reserved items are available. If you don't register, you can check the reservation status on the website.
- You have one week from the notification date to pick up your reserved items.

①Click on “Simple Search”(簡易検索) to search for the item you want to reserve.



②For example, when searching “Higashino Keigo”(東野圭吾):



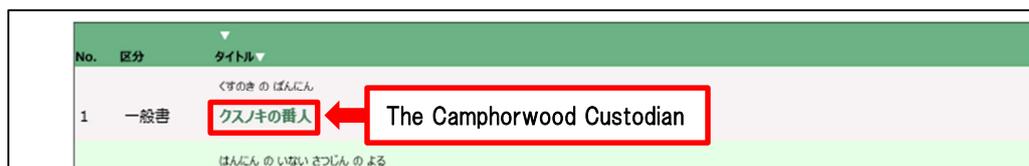
検索するキーワードを入力してください。

検索条件 入力補助機能を利用する<入力した文字に関連する語句を予測し、表示する機能>

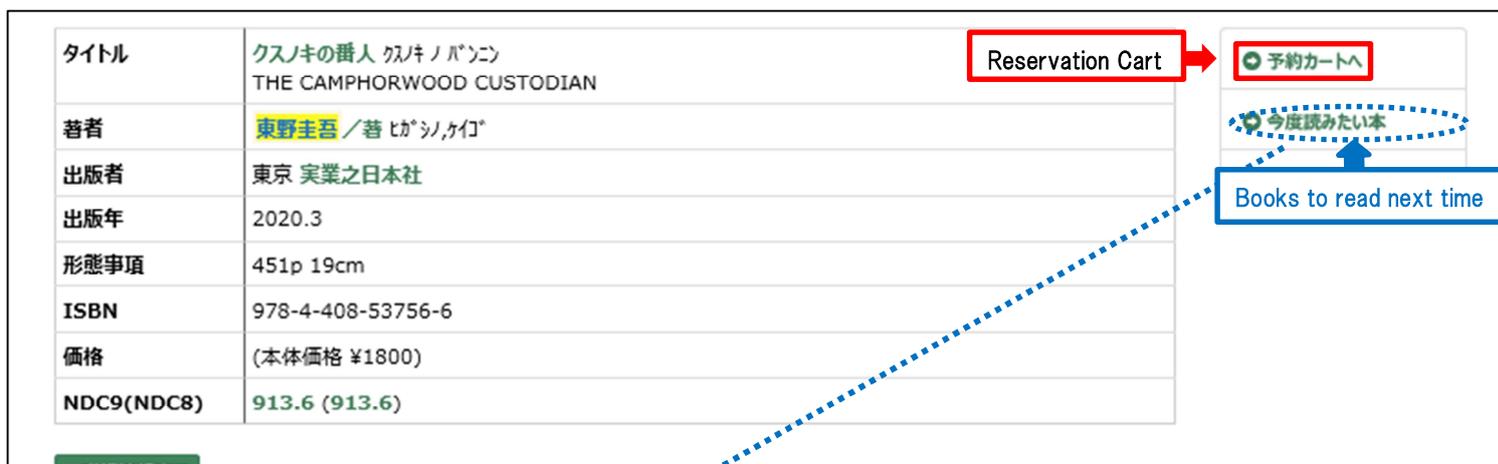
All	全て	東野圭吾	AND
Title	タイトル		AND
Author	著者名		AND
Publisher	出版者		

Search → 検索 クリア

③ Click on the item you want to reserve from the search results, e.g. “The Camphorwood Custodian”(クスノキの番人).

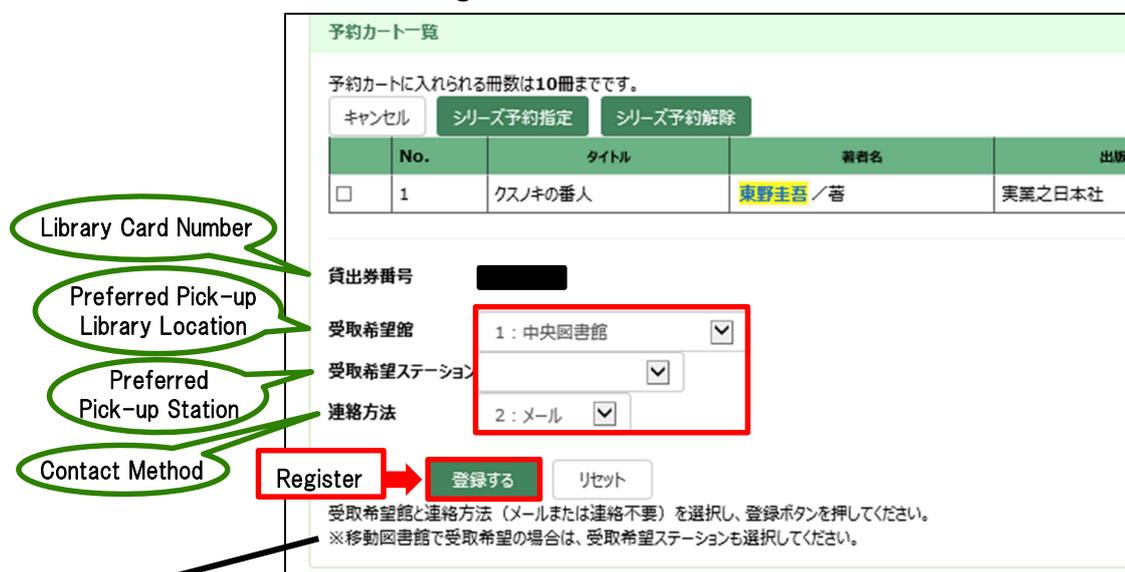


④ Click on the “Reservation Cart”(予約カートへ).



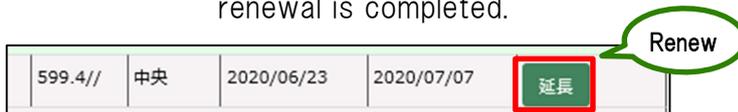
If you have already reached your reservation limit (ten items), you can select Books to read next time (今度読みたい本) to save other items. Once registration is complete, you can access this via your My Page under “Books to read next time”(今度読みたい本).

⑤ Select “Preferred Pick-up Library Location”(受取希望館) or “Contact Method”(連絡方法) then click “Register”(登録する).



*If you want to receive books via the Mobile Library, select “Preferred Pick-up Station”

Renew Lending Period : You can renew the due date of your borrowed items.
 ※Only one due date renewal is allowed per item.
 ※Books that have been reserved or borrowed from outside Minoh City cannot be renewed.
 ※The renewal will be effective from the date the renewal is completed.



Click "Renew" (延長) and you will be taken to the following screen, then press "Update" to process.



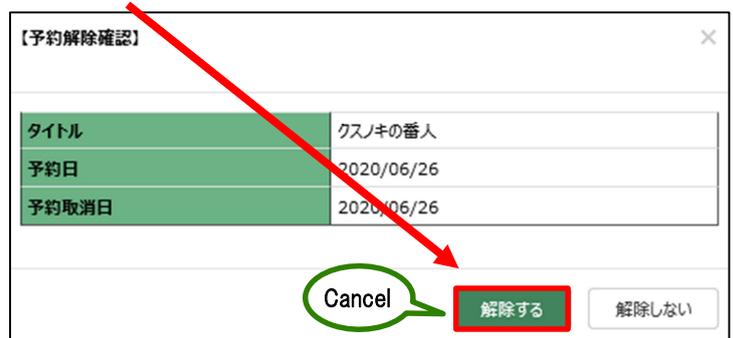
4. Check Reservation Status

Check Reservation Status : Click the "Reserve" (予約) tab to view the titles of your reserved items, and the order they will be secured.
 ※For books that are not yet secured, you can change the pick-up library location.



Cancel Reservations : Cancel existing reserved items.
 ※Secured items cannot be cancelled via the internet. Please contact the desired pick-up library location.

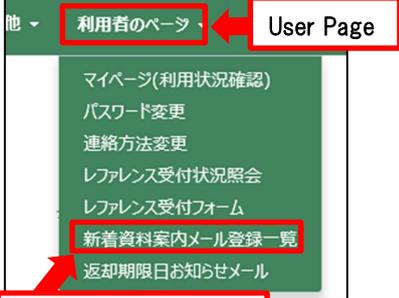
Click "Reservation can be cancelled" (予約解除可能) and the below page will appear.
 Press "Cancel" (解除する) to complete the cancellation.



5. New Book Notification Emails (registration required)

- The library sends out emails with information about newly purchased items (including the title, author etc.).
- This email is sent out once a week.

① From "User Page" (利用者のページ) click "New Book Notification Email Registration List" (新着資料案内メール登録一覧).



② Click "New Registration" (新規に登録する).



③ Enter the titles/authors, etc. you would like to be notified about and click "Next" (次へ).



④ Please confirm the details and click "Register" (登録) to complete.



Email Notifications

- You can register up to two email addresses (the same content will be sent to each registered address).
- After registering your email address, you will be sent a registration confirmation email. Please confirm this.
- If you have registered your email address, you will be emailed when reservations are secured, regardless of the reservation method.
- If you have registered your email address, you will be notified by email when items are overdue for return.
- Please be aware that library emails may be considered as spam depending on your settings and/or provider. To change your settings, please contact your provider directly.
- If you are using a cell phone email, please check whether there is a character limit and if it is set up to receive emails.
- Please note there may be a time lag for email notifications.
- The library email address for sending notifications is cyuuoulib@maple.city.minoh.lg.jp.