

返却期限通知メール

返却期限が近づいた時にメールでお知らせするサービスです。
期限延長忘れや、返却忘れの防止にご利用ください。

①マイライブラリにログインし、利用者情報設の【設定】をクリックします。

The screenshot shows the 'My Library' interface. On the left, there's a summary of borrowed items: 0 books, 0 reserved books, and 0 e-books. Below that is a section for 'Reservation Status' and 'E-book Service Usage'. At the bottom, there's a list of books with one item shown. On the right, under 'User Information', there are fields for E-mail1 (highlighted with a red box) and E-mail2. Below these are sections for 'Reservation Mail Recipient' (with 'Self-PC' selected), 'Return Date Notice' (with 'Self-PC' selected and '1 day before' chosen), and 'Appointment Reception Location' (set to 'Central'). Buttons at the bottom include 'Delete', 'Create', 'Search', and 'Refresh'.

②E-mail1 に受信を希望するメールアドレスを入力します。

注意:E-mail2 のアドレスには送信されません。

- ③返却期限通知の欄で E-mail1 で選択している配信先「自宅 PC・スマホ」または「携帯」を選択します。
- ④配信状態の「配信」を選びます。
- ⑤期間を「1日前」「3日前」「7日前」から選択します。
- ⑥【更新】をクリックします。

The screenshot shows the 'User Information Change' form. It includes fields for current password, new password, and confirmation password. Under 'E-mail', E-mail1 is set to 'Self-PC・Smartphone' and E-mail2 is set to 'Self-PC・Smartphone'. In the 'Reservation Mail Recipient' section, 'Self-PC・Smartphone' is checked. The 'Return Date Notice' section has 'Self-PC・Smartphone' checked, '配信' (Delivery) selected, and '1日前' (1 day before) chosen from a dropdown menu. Other options like '3日前' (3 days before) and '7日前' (7 days before) are also visible. At the bottom, there are 'Reset', 'Cancel', and a large orange 'Update' button.

⑦確認画面で内容を確認し【更新】をクリックします。