

Loan Extension Procedures

<You can extend the loan period from My Library>

1. Log in to My Library on the library website using your Microsoft 365 University Account (your email address issued by Saitama University) and password.
2. Click the number of the materials you have borrowed, and the list of lend information will be displayed. Confirm which materials you want to extend and click the “extend (延長)” button shown in the rightmost side.
3. The procedure is complete once “Lending terms were extended (延長済です)” is displayed on the screen.

Check to confirm that the due date(s) for your materials have been updated.

<Points to Note>

- You cannot extend the loan period if the due date has passed.
Always complete the extension procedures within the loan period.
- The extension applies from the day you request the extension.
Keep in mind that it is not an extension from the original due date.
- You cannot extend materials that have been reserved. Return them by the due date.
- You cannot apply for an extension of any new book if you have any overdue books. As an additional penalty, you will not be able to request any new loans or extensions for the number of days your materials are overdue.
- Only click the “extend (延長)” button once.



Click here for the login screen

Classification	Lending period	Renewal allowed
Undergraduate /graduate students	2 weeks	Up to 3 times during the spring and fall semesters (During breaks, slightly different renewal rules will apply. Typically, such renewals will last until the end of the break rather than the usual 2 weeks/4 weeks.)
Graduate and undergraduate students who applied for special loans with permission by their supervisors	4 weeks	
Executive staff, Teachers	4 weeks	Up to 3 times
Faculty staff	2 weeks	Up to 3 times

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