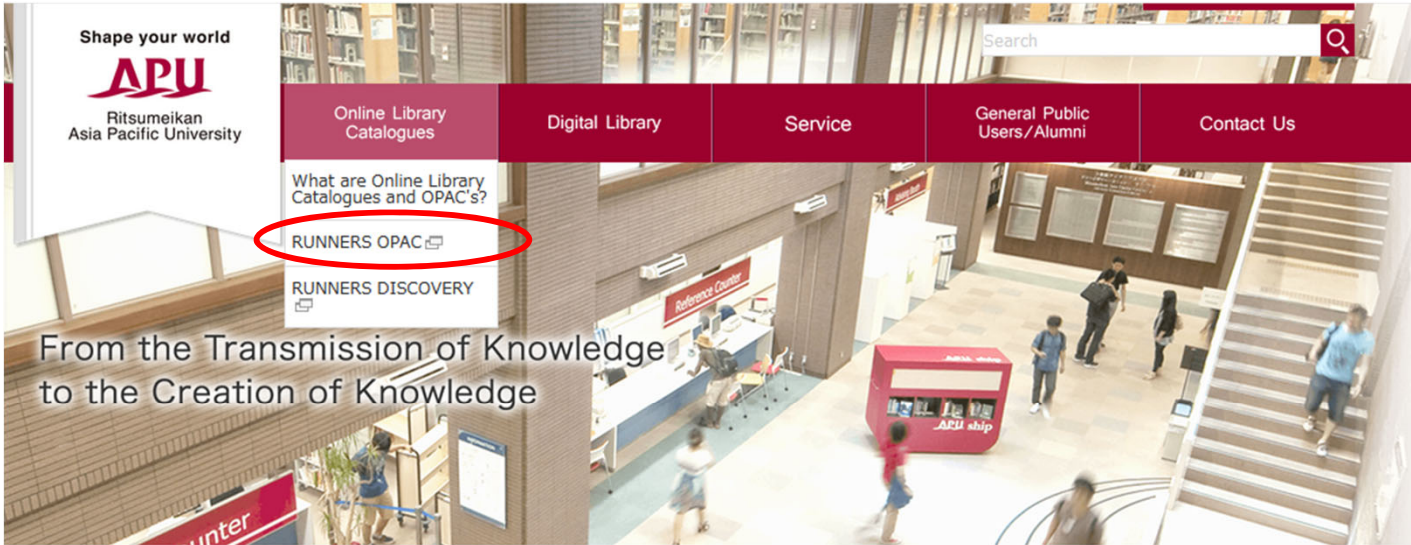


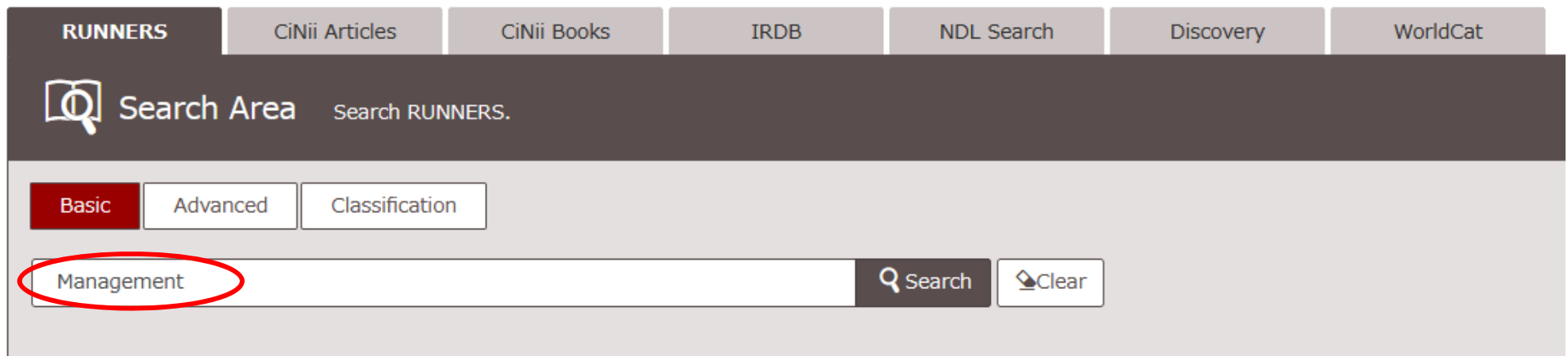
## ★Postal Lending Service Manual★

(1) Access the APU Library Homepage (<http://www.apu.ac.jp/media/>) then click Online Library Catalogues → RUNNERS OPAC.



The screenshot shows the APU Library Homepage. The header features the APU logo (Ritsumeikan Asia Pacific University) and a search bar. The main navigation menu includes: Online Library Catalogues, Digital Library, Service, General Public Users/Alumni, and Contact Us. A dropdown menu under 'Online Library Catalogues' is open, showing 'What are Online Library Catalogues and OPAC's?', 'RUNNERS OPAC' (highlighted with a red circle), and 'RUNNERS DISCOVERY'. The background image shows a library interior with a 'Reference Counter' and a red 'APU ship' display. Below the main content, there are sections for 'Measures taken by the APU Library to Prevent Spread of the Novel Coronavirus (Updated October 2, 2020)', 'Today's Opening Hours', 'News & Topics', and 'Back Number'.

(2) Enter the book keywords in the RUNNERS search box, then click the search button.



The screenshot displays the RUNNERS search interface. At the top, there is a navigation bar with tabs for RUNNERS, CiNii Articles, CiNii Books, IRDB, NDL Search, Discovery, and WorldCat. Below this is a dark grey header with a magnifying glass icon, the text "Search Area", and the instruction "Search RUNNERS.". Underneath the header are three tabs: "Basic" (highlighted in red), "Advanced", and "Classification". A search input field contains the word "Management", which is circled in red. To the right of the input field are two buttons: "Search" with a magnifying glass icon and "Clear" with a trash can icon.

(3) When the search results are displayed, click the title of the material you would like to receive by post to see the details of the material.

(※Please note, materials which have the Receipt Counter listed as “APU Library – APU Viewing Room” cannot be sent by postal mail.

9.



**Management / Richard L. Daft**


12th ed. - Mason, Ohio : South-Western Cengage Learning , c2015

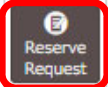



■ Books

Results: 2

Volume	Location	Call No.	Bookid	Status	ISBN	Comments
	<a href="#">APU Library reading room</a>	NDC8: 336/D 12	<a href="#">21000514985</a>		9781285861982	
	<a href="#">OIC Library 4F Oversized Books</a>	NDC8: 336/D 12	<a href="#">11100018396</a>		9781285861982	

(4) Click the “Reserve Request” Icon next to the material you wish to borrow.

 Hide book details.

Volume	Location	Call No.	Bookid	Status	ISBN	Comments	Reserve Request	eDDS	Virtual Shelf
	<a href="#">APU Library reading room</a>	NDC8:336/D 12	<a href="#">21000514985</a>		9781285861982				
	<a href="#">OIC Library 4F Oversized Books</a>	NDC8:336/D 12	<a href="#">11100018396</a>		9781285861982				

(5) Login using your APU ID and password.

## Login

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Please input UserID and password, and login.

**UserID**

**Password**

Please login using RAINBOW userID or APUnet userID, MyLibrary userID

(6) Select “Post (For APU Students)” for the receipt counter, then click Continue.

<b>Name</b>	APU TARO	<b>Affiliation</b>	A P U
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Please select Receipt Counter.

Receive Counter :

Post (For APU Students)

Continue

[Back to Bibliography Details](#)

(7) Select the box, then enter your postal code and address. Please double check after entering your information.

Please appoint an Address.

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E-mail

FAX

**Communication column**

1-1 Jumonjibaru, Beppu, Oita, 874-8577

Reservation

Back

Back to Bibliography Details

(8) Complete your reservation. After APU Library Staff confirm your application they will begin preparing to mail out your requested materials.  
The lending period will start on the day the materials are shipped.

<b>Name</b>	APU TARO	<b>Affiliation</b>	A P U
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It applied and was completed.

[Back to Bibliography Details](#)