Tohoku University
Engineering Library

User’s Guide

6-6-03, Aoba, Aramaki, Aoba-ku, Sendai, Miyagi
980-8579 Japan
TEL : 022-795-4021
FAX : 022-795-7120
Email : eng-counter@grp.tohoku.ac.jp
URL : http://www.library.tohoku.ac.jp/eng/index-e.html
Entering / Leaving, Hours

Entering / Leaving
ID card or Library card is required.
If you don’t have any card or are unable to open the door, please call a library staff by using the intercom.

Open Hours
**Counter hours** 9:00～20:00
(During student vacation 9:00～17:00)

<table>
<thead>
<tr>
<th>Users</th>
<th>Weekday</th>
<th>Weekends/Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students</strong> from Aobayama-Higashi campus※</td>
<td>7:00～24:00</td>
<td>9:00～20:00</td>
</tr>
<tr>
<td><strong>Faculty members</strong> from Aobayama-Higashi campus※</td>
<td>24 hours</td>
<td>24 hours</td>
</tr>
</tbody>
</table>

※Engineering / Information Science / Environmental Studies / Biomedical Engineering / Intl. Res. Inst. Disaster Science / Environment Conservation Center / New Industrial Creation Hatchery / Cyberscience / Center for Innovative Integrated Electronic Systems / Res. Center for Rare Metal and Green Innovation / Micro System Integration Center

Closed Days
- Saturdays, Sundays, and public holidays
- Year end and New year holidays

※The library will be completely closed in year end and new year holidays.
※Changes will be announced on the notice board, website, etc.
Checking out & Returning

Checking Out
You can borrow books at the counter or with the automatic lending machine by using your ID card/Library card.

<table>
<thead>
<tr>
<th></th>
<th>Number limit</th>
<th>Loan period</th>
<th>Renew</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering Library Books</td>
<td>10 materials in total</td>
<td>2 weeks</td>
<td>Twice</td>
</tr>
<tr>
<td>Journals</td>
<td></td>
<td>1 day</td>
<td>Not available</td>
</tr>
<tr>
<td>Other Campus Library Books</td>
<td>5 books</td>
<td>2 weeks</td>
<td>Once</td>
</tr>
</tbody>
</table>

Materials not for loan

- With red labels (in library-use only)  
- WITHOUT pink labels
- Audio Visuals / Newspapers / Magazines / Dissertations etc.

Returning

- When you return materials, bring them to the counter. Materials from other Tohoku University’s libraries can also be returned.

- If you have overdue materials, you will be suspended from borrowing and renewing for a week.

- During the closing hours, please use the book drop at the entrance. (except JOURNALS, or BOOKS FROM OTHER INSTITUTIONS)
Online Service

Reserving / In-Campus Delivery

- For reserving books which are already borrowed by others or requesting book delivery from other campus libraries, please log into MyLibrary on the library website and follow the procedure.
- Reservation button will be displayed if you make an OPAC search after logging in.

Renewing

You can extend the loan period of a book if no one else has reserved it. Please log into MyLibrary and click “Check Status of Loan/Reservation”.

![Information](image)

Engineering Library Website

For more information, visit Engineering Library website.

http://www.library.tohoku.ac.jp/eng/index-e.html
What is My Library? (Univ. Member Only)

MyLibrary is the system to use library online service such as checking your loan status, reserving books, requesting for books purchase, reserving the Group Study Room, and ordering articles.

How to Log In

- If you have a magnetic stripe ID card, you can log in with Tohoku-dai ID/Password.

- If you have a white and yellow library card (e.g. research student), you need registration to use MyLibrary. Please apply at the counter, or go to the URL below to create password.

http://www.library.tohoku.ac.jp/search/mylibrary/mylib_pw.html
Facilities

PC Area
- Printout service from Multi-function printers on 1st floor is available.
  * There’s a charge for printing.
- For web browsing, Tohoku-dai ID and Password are required.

Photocopy
- There are two kinds of copiers: For Private expense (cash/HagiCo card) and University expense. Please observe the Copyright Law of Japan.
  * You need a special copy card to pay at University expense. This card is distributed to each laboratory.
  * We don’t issue a receipt if you make a copy with a copier. Please apply at the counter. (9:00-15:30)

Group Study Room (2F)
- Reservation required. You can make a reservation by using “Facility Reservations” via MyLibrary. (It can be used by 3〜8 people)
- It is available during counter hours. You can rent a projector at the counter.

Active Learning Square

Abeluj

Group Study Area / Language Studio (1F)
- Group Study Area is a space for working as a group and discussing.
- EQ: Whiteboards, large screen LCD.
- You can rent a projector at the counter.
  * It can be reserved for seminars, training activities, lectures, etc. Please inquire at the counter.

- Language Studio has booths for personal use to learn languages.
- It is available during counter hours.
- You can use PCs, headsets with microphone, language learning materials.
Floor Information (1 F)

1 F

Language Studio

Active Learning Square

AbelUjo

Group Study Area

PC Area

Counter

Open Study Room

1. Newspapers
2. Magazines
3. Copiers (Cash/HagiCo card)
4. OPAC
5. Audio Visual
6. Language
7. 1F Large Books / 1F RefBooks
8. Books Formerly Located At Each Department
   ApplPhys / Architecture / BasicChem / BasicPhys / Chemical / CivilEng / Electrical / EngTeacher / GeologicMap / Mechanical / Mechanical2 / Metallurgy / Nuclear / Precision / Radiation / Resource / Stack

*Pink colored numbers represent "Location" shown in OPAC.
Floor Information (2F / 3F)

2F

1. Copier (Univ. expense)
2. Foreign Journals
3. This Year’s Issues
4. OPAC
5. Newly Arrived Books
6. Japanese/Foreign Books
7. 2F RefBooks
8. Standards1 / 2

Group Study Rooms

3F

1. OPAC
2. Copier (Univ. expense)
3. Japanese Journals
4. This Year’s Issues
5. Specific

WiFi  Copy  Study