

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>

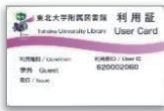
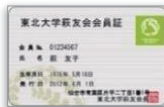
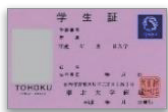


Entering / Leaving, Hours

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)

Users	Weekday	Weekends/Holidays
Students from Aobayama-East campus *	7:00~24:00	9:00~20:00
Faculty members from Aobayama-East campus *	24 hours	24 hours

* 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 (completely closed)
- * Schedule changes will be posted on the website, etc.

Checking out & Returning

Checking Out

You can borrow books at the counter or with the automatic lending machine. You need to show your ID card or Library card.

	Number limit	Loan period	Renew
Engineering Library Books	10 materials in total	2 weeks	Twice
Journals		1 day	Not available
Other Campus Library Books	5 books	2 weeks	Once

Materials not for loan

• With red labels (in library-use only)



• **WITHOUT** pink labels



• Audio Visuals / Newspapers / Magazines / Dissertations etc.

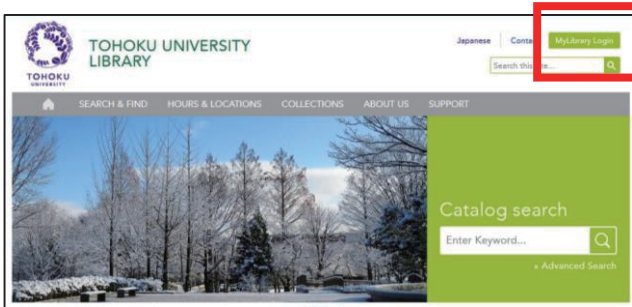
Returning

- When you return materials, bring them to the counter. You can also return materials belong to other Tohoku University's libraries.
- If you have overdue materials, **you can't borrow and renew any materials for one week as a penalty.**
- During the closing hours, please use the book drop at the entrance. **(except JOURNALS, or BOOKS FROM OTHER INSTITUTIONS)**

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





- You can log in with Tohoku-dai ID/Password.



- If you don't have Tohoku-dai ID, you need registration to use MyLibrary. Please apply at the counter, or go to the URL below to create password.

図書館利用証のパスワード設定案内 (学内の方のみ)

以下は図書館発行の利用証のパスワード設定方法です。パスワードを設定することによりMyLibraryが利用できるようになります。磁気カードの学生証や身分証明書をお持ちの方はこの方法では利用できません。統合電子認証システムのサイトをご確認ください。

 <p>「図書館利用証 (2010年以前版)」 ※利用者番号入力時は末尾の数字を除いてください</p>	 <p>「図書館利用証 (2011年以降版)」 ※利用者番号入力時はそのまま入力してください</p>
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はじめてご利用される方

- ・「パスワード新規登録」で画面上にパスワードを登録してください。
- ・パスワードは半角英数字10文字以内で設定してください。

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



Online Service

Reserving / In-Campus Delivery

- You can reserve books borrowed by others or located in other campuses, via Online Service “MyLibrary”.
- You can apply for a reservation by clicking the request button in the OPAC search results.

Renewing

You can extend the loan period of books if no one else has reserved it. Please click **“Check Status of Loan/Reservation”**.

Information

Extended Loan Period during the winter vacation[Dec 12-28]
[Please see the details at our website.](#)

[FAQ] How do I request the book from other campuses?

Search our catalog from “Inside the Univ DataBase” above.
Click the book title and see the details page.
Click the “Reserve” icon in the holding information, the request form will be showed.

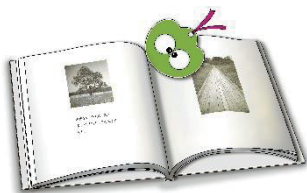
[FAQ] How do I see a list of my checked out items?

(1)[Check Status of Loan/Reservation](#) <-Quick Link
(2)All MyLibrary services are available from the end of this page.

Engineering Library Website

For more information, visit Engineering Library website.

<http://www.library.tohoku.ac.jp/eng/index-e.html>



Facilities



PC Area

- Windows PC with MS office and printers are available.

* Printing : B&W ¥10 / color ¥50

- For web browsing, Tohoku-dai ID and Password are required.



Self-service copy

- There are two kinds of copiers: For Private expense (cash/HagiCo card) and University expense. **Please observe the Copyright Law of Japan.**

* You need the 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 yourself. Please apply at the counter. (9:00-15:30)



Group Study Room (2F)

- Reservation is required. You can make a reservation via MyLibrary. (The seating capacity is 3-8 people.)
- It is available during counter hours. You can rent a projector at the counter.

Active Learning Square



Group Study Area / Language Studio (1F)



Group Study Area is a space for group-work such as discussing and presentation.

- 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.

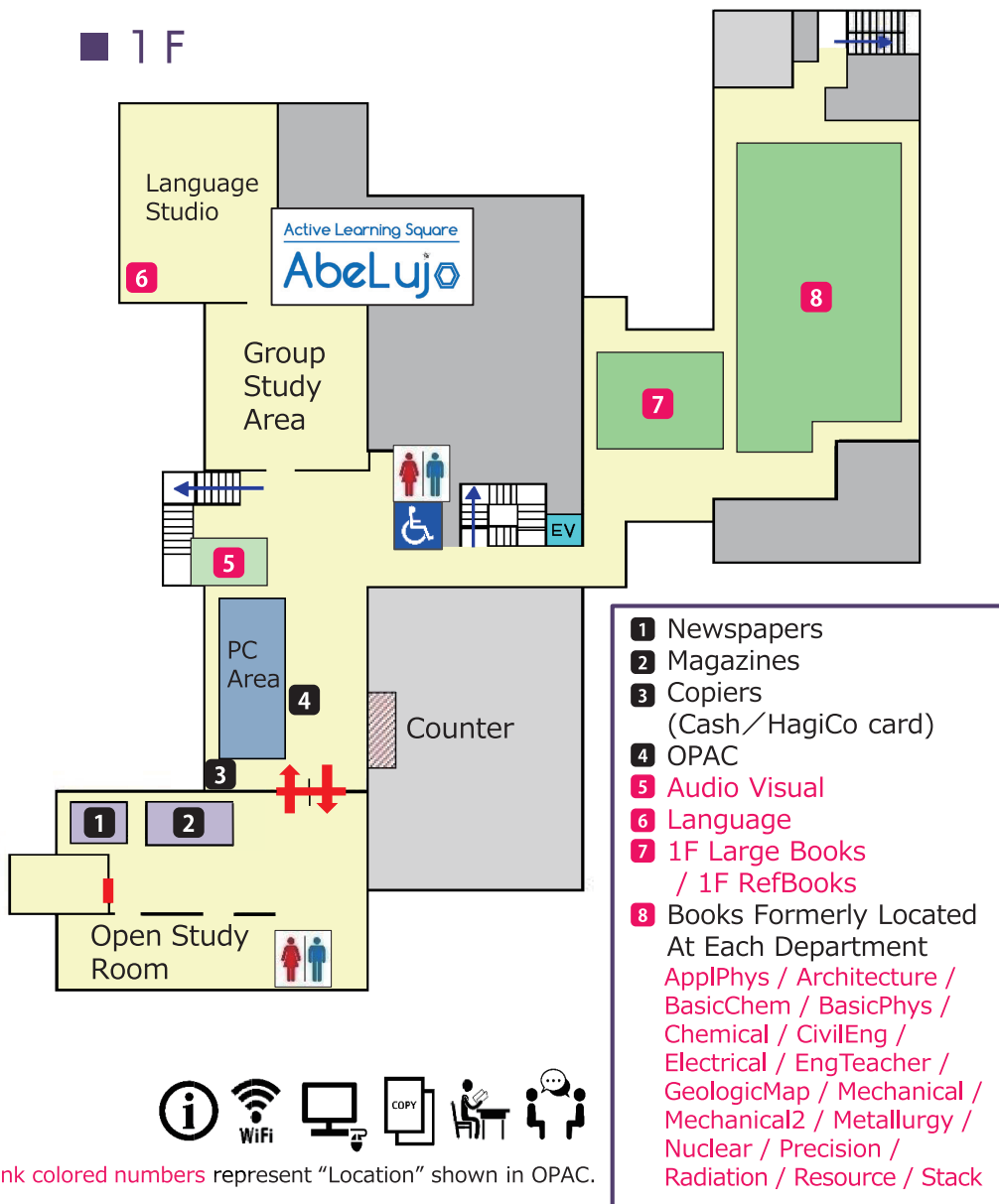


Language Studio has booths for personal use to learn languages.

- You can use PCs, headsets with microphone, language learning materials.

Floor Information (1 F)

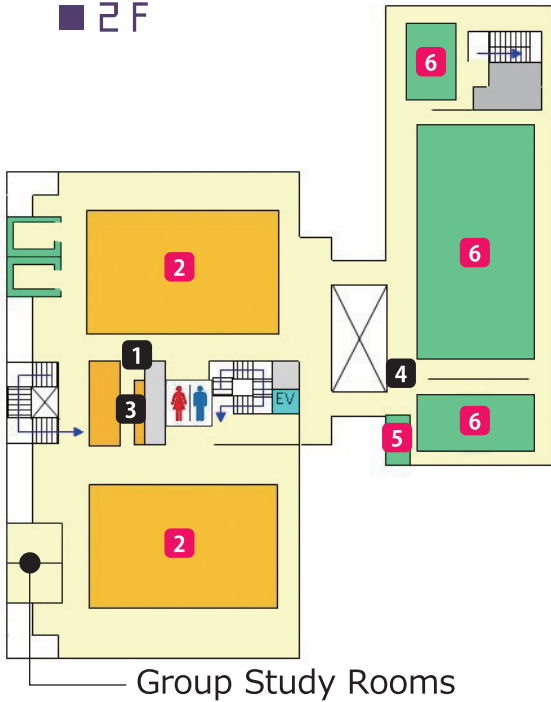
■ 1 F



*Pink colored numbers represent "Location" shown in OPAC.

Floor Information (2F / 3F)

■ 2F

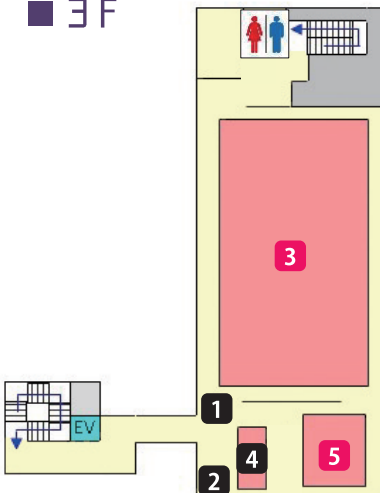


- 1 Copier (Univ. expense)
- 2 Foreign Journals
- 3 This Year's Issues
- 4 OPAC
- 5 Newly Arrived Books
- 6 Japanese/Foreign Books



Group Study Rooms

■ 3F



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

