

## Preface

Welcome to Tohoku University!

This guide is a companion that the Tohoku University Library hopes will help you succeed in your academic endeavors. For the past several years, this guide was only available in Japanese. We published a short English guide in 2007. Now we provide you with a new enlarged edition, including added research information for dissertations, patents etc. As the number of foreign students on the Tohoku University campus increases, we would like to reach out to as many non-Japanese students as possible to further our mission: “To provide academic information to all the members of the University.”



## Introduction

## 1 Welcome to Japanese University!

In Japan, there are National, Public (Prefectural / Municipal, etc.) and Private Universities. They all have libraries of their own, and the libraries are associated with each other to act co-operatively. They make efforts jointly to provide a high quality library service, Interlibrary loans, e-DDS, online references, an integrated system and so on.

Number of Universities in Japan (as of 2007)

• National Univ. . . . . 87

• Public Univ. . . . . 89

• Private Univ. . . . . 580

\*cf. <http://www.mext.go.jp/english/index.htm>

(1) National Universities : Tohoku University, Hokkaido University, University of Tokyo, Kyoto University . . .

There is one National University in each prefecture at least, including an individual medical college, educational college and so on.

(2) Public Universities : Miyagi University, Tokyo Metropolitan University . . .

Self-governing bodies organize these universities.

(3) Private Universities : Tohoku Gakuin University, Keio University, Waseda University . . .

The Organizers of these universities are mainly individuals, and some universities were founded by corporation.

Many Universities have graduate schools, master's degree courses (2 years), and doctoral courses(3 years). In Japan, people graduate high school at age 18, so it's possible to take a doctorate at age 27. Few Universities allow stages in this process to be skipped.

Japanese school (elementary school, junior high school, high school and University or College) begins the new term from April. The calendar of Tohoku University is as follows (in the case of undergraduates 2007):

1st semester (April 1-September 30)		2nd semester (October 1-March 31)	
Spring Vacation	1-April ~ 6-April	Health and Sports Day (Holiday)	2nd Monday of October
Entrance Ceremony	April	Special Orientation for New International Students	October
Special Orientation for New International Students	April	Culture Day (Holiday)	3-Nov
Showa Day (Holiday)	29-Apr	Labor Thanksgiving Day (Holiday)	23-Nov
Constitution Memorial Day (Holiday)	3-May	Emperor's Birthday (Holiday)	23-Dec
Green Day (Holiday)	4-May	Winter Vacation	25-December ~ 4-January
Children's Day (Holiday)	5-May	New Year's Day (Holiday)	1-Jan
Annual Health Checkup	May	Coming of Age Day (Holiday)	2nd Monday of January
University Foundation Day	22-Jun	National Foundation Memorial Day (Holiday)	11-Feb
Marine Day (Holiday)	3rd Monday of July	Vernal Equinox Day (Holiday)	21-Mar
Summer Vacation	Aug ~ Sep	Commencement	March
Respect for the Aged Day (Holiday)	3rd Monday of September		
Autumnal Equinox Day (Holiday)	23-Sep		

[http://insc.tohoku.ac.jp/handbook/handbook\\_e/2life.html#1](http://insc.tohoku.ac.jp/handbook/handbook_e/2life.html#1)

In Japan, each university provides a helpdesk or special staff to assist international students in life and to complete their courses. Tohoku University provides The Center for International Exchange.

■ See for further information:

<http://www.insc.tohoku.ac.jp/index-j.html>

## 2 University Libraries in Japan

Each university has their own library, small colleges have one on campus, but large universities which have several campuses have several libraries. Generally there is a main library and a number of branch libraries in that case. Branch libraries sometimes belong to each faculty.

Members of the University are able to use their library at no charge except for some services (e.g. photocopying). But holidays, opening hours, and circulation rules are differ between libraries. Confirm these before visiting a library which you use rarely.

When you became a member of the university, you will get a student ID card. In many Universities, you can use the library with this card, but sometimes you have to make a separate application to get a library card. Ask library staff whether you need to complete a separate procedure to use your library.

## 3 How to use other university libraries in Japan

When you use your university's library, there is no problem. On the other hand, when you would like to use another university's library, you need to fulfill the correct procedure before your visit.

If you visit other libraries without contacting them beforehand, you may not be able to use the library.

Although it takes a deal of trouble, ask your library staff about the correct procedure. They will write a letter of introduction if you need one. You can request photocopies of papers from other library via your library (see Part I 2.6 for details).

## Part I Library Information and Services



# 1 To use the Libraries in Tohoku University

## 1.1 Library card and your ID/PW

You need one of the following cards when you enter library or wish to borrow books.

University Student card	University staff card	Other
 <p>学 生 証 学籍番号 8 D S 0 0 0 所属 大学院情報科学研究科 平成 8 年 4 月 1 日通 学 I D No 氏 名 読 音 生 年 月 日 1 9 9 9 年 9 月 9 9 日 住所 青森県外平二丁目1番1号 東 北 大 学 総 務 課 平成 8 年 4 月 1 日発行</p>	 <p>身 分 証 明 書 下記の者は本学職員であることを証明する。 氏 名 東 条 太 祐 所属 1 年 1 月 1 日付 生 年 月 日 平 成 8 年 1 1 月 1 日付 所属 工学部 生 年 月 日 平 成 8 年 1 1 月 1 日付 住所 青森県外平二丁目1番1号 東 北 大 学 総 務 課 平成 8 年 4 月 1 日発行</p>	 <p>東北大学附属図書館 利 用 証 姓 名 花 子 所属 工学部 職 業 学 生 ID No 600000000 発行日 1 9 9 6 年 1 2 月 2 4 日</p> <p>Issued by library</p>

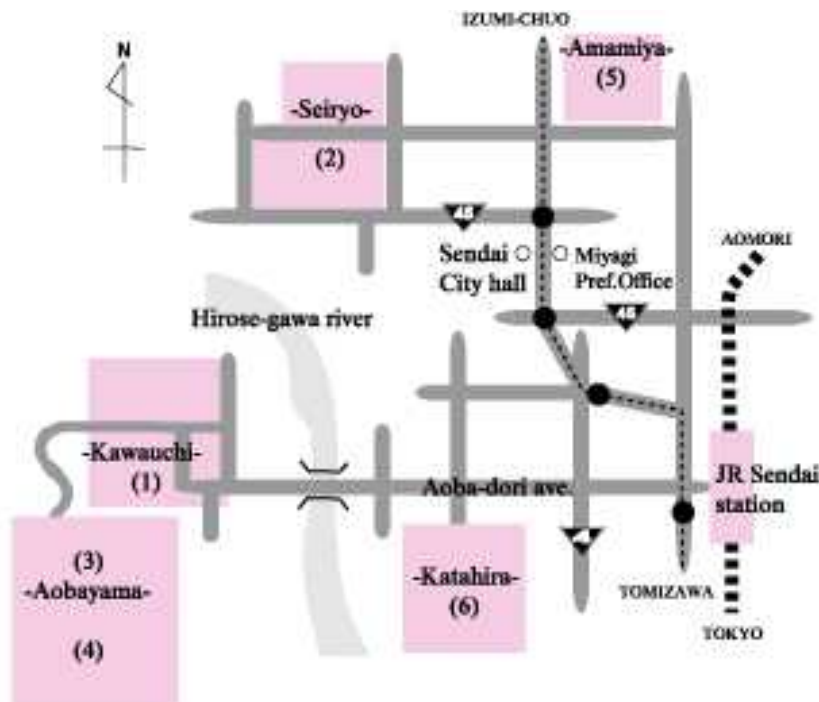
- The Student / Staff ID card is issued at each faculty office.
- The Yellow Library card is issued at the Library for irregular students, guest researchers, trainees and so on. Ask a library staff of your faculty.

You also need ID and a Password to use the “MyLibrary” service or to access online content outside of the university.

Your ID is number with 10 digit mentioned in above card. All students have their default Password and are able to change it. Staffs and Others have to register their password. Log in site will give you the details.

- <http://www.library.tohoku.ac.jp/mylibrary/#eng>

## 1.2 Libraries in the Tohoku University



## 1.3 Library hours

Library	Mon. – Fri.	Sat., Sun. & holidays	
(1) Main Library	8:45 – 21:00 (17:00)	10:00 – 19:00	Different service hours by floor / building or term of examination.
Main Library(Annex)	8:45 – 17:00	-	
(2) Medical Library	9:00 – 20:00 (17:00)	-	24 hours / 7 days available for researcher (ask each library).
(3) Kita-Aobayama Library	9:00 – 20:00 (17:00)	-	
(4) Engineering Library	9:00 – 20:00 (17:00)	-	
(5) Agricultural Library	9:00 – 20:00 (17:00)	-	
(6) Institute Libraries	ask each library <a href="http://www.library.tohoku.ac.jp/guide/helpdesk.html">http://www.library.tohoku.ac.jp/guide/helpdesk.html</a>		

- ( ) : Closing time during vacations(summer, winter, spring).
- Check each library’s website about irregular closing times.



## 1.4 Your contact library(for user registration, etc.)

Faculty to which you belong	Contact library
Graduate School of Arts and Letters / Faculty of Arts and Letters Graduate School of Education / Faculty of Education Graduate School of Educational Informatics Education Division / Research Division Graduate School of Law / School of Law Graduate School of Economics and Management / Faculty of Economics Graduate School of International Cultural Studies Other organization in Kawauchi campus	Main Library 022-795-5943
Graduate School of Medicine / School of Medicine Graduate School of Dentistry / School of Dentistry Institute of Development, Aging and cancer	Medical Library 022-717-7978
Graduate School of Science / Faculty of Science Graduate School of Pharmaceutical Sciences / Faculty of Pharmaceutical Sciences	Kita-Aobayama Library 022-795-6372
Graduate School of Engineering / School of Engineering Graduate School of Information sciences Graduate School of Environmental Studies Graduate school of Biomedical Engineering	Engineering Library 022-795-5894
Graduate School of Agricultural Science / Faculty of Agriculture	Agricultural Library 022-717-8629
Graduate school of Life Sciences ( Katahira campus )	IGE Library
Institutes	Institute Library

- For more information, ask the nearest library.

## 2 Services

### 2.1 Outline

At the Library, you can be provided with various services like “Circulation” ”Copying” et al. When you can't come to library buildings, you can get to library services via online “MyLibrary”. If you have any question, please ask your library staff.

### 2.2 MyLibrary service (Tohoku University members only)

“MyLibrary” is a service which offers several useful functions. It's like a personal webpage that you can arrange as you like, for example with an E-journal link, library calendar, or links to your favorite web pages. It allows you to see the list of books you are checking out, or the status of your photocopy requests. University members can request photocopies from other library via “MyLibrary” service.

#### Features

- Loan reservation / Order “Inter-campus delivery service” through “Online Catalog”.
- Confirmation of loan and reservation status.
- Applies for the InterLibrary photocopy/Loan.
- View the list of ordered photocopy/loan.
- Change contact library for photocopy/loan.
- Requests for book purchases. (For Students)
- Selecting books for students. (For Teachers)
- View the list of ordered books.
- Making of the e-journal collection of links what you need.
- Making of the website collection of links that connected with the fields of study.
- Online Reference Service.

**Your name** ミヤギノハギコ さんのMyLibrary

使い終わったら必ずログアウトしてください

MyLibrary コンテンツの選択 色をカスタマイズする ヘルプ ログアウト  
 Top Page Choose Content Change Colors Logout

**Notice from Library**  
 図書館からのお知らせ  
 Information  
 ★メールアドレス登録  
 「貸出予約」「文献複写借用申込み」をご利用の場合は事前にメールアドレスの登録が必要です。  
 ●メールアドレスは2個まで登録でき、申込時に選択することができます。

**Library Calendar**  
 図書館カレンダー  
 Library Calendar  
 本館1・2号館のカレンダー  
 2008年 03月  
 日 月 火 水 木 金 土  
 1  
 2 3 4 5 6 7 8  
 9 10 11 12 13 14 15  
 16 17 18 19 20 21 22  
 23 24 25 26 27 28 29  
 30 31  
 242526272829

**Links : Recommended links chosen by library**  
 図書館・学術情報リンク  
 Library Links  
 ・東北大学附属図書館  
 附属図書館

**Short cut search (goo, Google, Scirus and Yahoo!)**  
 クイック検索  
 Quick Searches

**Access Point of Services (Document delivery, Checking borrowing, etc.)**  
 図書館サービス  
 Library Services  
 蔵書検索 (Online Catalog)  
 貸出・予約状況照会 (View the list of books)  
 文献複写借用申込み (Applies for document delivery)  
 文献複写借用申込み状況照会 (View the list of document delivery)  
 文献複写借用受取窓口変更 (Change the window for document delivery)  
 学生図書リクエスト(旧) (Request for books purchase)  
 学生用図書選定(旧) (Select books for students)  
 メールアドレス登録・変更・削除 (Register & Change E-Mail)  
 図書購入申込み状況照会 (View the list of books purchase)  
 予算状況照会 (View Budget Situation)  
 レファレンス・サービス (Reference Service)  
 パスワード変更 (Change password)  
 図書購入依頼 (Request for the books purchase)  
 学生希望図書リクエスト (Request for the books purchase)  
 学生用図書選定 (Select books for students)

**E-journals list You can choose frequently used titles from the E-journals list offered by library**  
 ホームページリンク集  
 Bookmarks  
 ホームページリンク集が選択されていません。選択するときは、右上のボタンを押してください。  
 You have not selected any Bookmark to display. Please click the button above to add Bookmark.  
 電子ジャーナル  
 Electronic Journals  
 電子ジャーナルの利用にあたっては、供給元である出版社が使用許諾条件を定めています。  
 どの出版社においてもおおむね以下の条件が適用されます。  
 \* 検索ロボット等を用いた利用は禁止されています。  
 \* 個人利用以外の利用は禁止されています。  
 \* データやその複製を許可していません。

## MyLibrary For cellular telephone !!

<http://www.library.tohoku.ac.jp/mobile/>



You can  
 Check Reservation  
 Extension of borrowing limits  
 Check Interlibrary Loan status.

## 2.3 OPAC

Tohoku University's library catalog is called "the Online Catalog"(or simply "OPAC: Online Public Access Catalog"). It has a simple search and advanced search function. You can search not only the Tohoku University catalog but also other libraries in Japan. The Online Catalog includes all journals in the University, and books acquired since 1987. To search for older books, it's necessary to search for them using the card catalog. Please don't hesitate to ask library staff how to use that.

(See Part II.2)

## 2.4 Circulation

### 2.4.1 Borrowing

In Tohoku University, each library has different borrowing rules. The number of books that can be borrowed are:

Possession		Status									
		Undergraduate student		Graduate student		Faculty A*		Faculty B*		Staff	
		Number	Period (week)	N	P	N	P	N	P	N	P
Main Library, Main Building	Student reading room	5	3	5	3	2	3	2	3	5	3
	Books in stacks	5	6	50	6	100	6	50	6	5	6
	Special materials**	2	**	5	**	20	**	5	**	5	**
Main Library, Annex (journals)		5	1	5	1	10	1	5	1	5	1
Medical Library		3	1	10	1	10	1	10	1	10	1
Kita-Aobayama Library		5	2	10	2	10	2	10	2	10	2
Engineering Library		5	2	10	2	10	2	10	2	10	2
Agricultural Library		5	2	10	2	10	2	10	2	10	2

- \* Faculty A ...Professors, associate professors, and lecturers
- \* Faculty B ...Research assistants, part-time faculty, professor emeriti, research fellows, interns, trainees, etc.
- \*\* Special materials in the Main Library include private collection, special (or expensive, valuable) collection , economic-statistics materials, etc. The borrowing period of special materials in individual libraries or massive collections is 6 weeks, while that of materials on economic statistics and international organization is 1 week.

Borrowing limits apply separately to each library. For example, a graduate student can borrow a maximum of 105 items concurrently.

#### 2.4.2 Extension of borrowing limits

The borrowing period may be extended if you bring it the Library front desk or via “MyLibrary” before the borrowing period expires. However, the number of extensions is limited (varies with status and materials), so that no prolonged possession is allowed. No extension is permitted if the material is reserved.

#### 2.4.3 Return

Borrowed materials must be returned to the library within the borrowing period. It is not required to produce a User Card. You can return materials to different library from borrowed. At Main Library you maybe penalized according to the delay.

#### 2.4.4 Inter-Campus Delivery Service

If you find a book you want to read at other campus' library in Tohoku University, you can reserve & order it to deliver to your nearest library. Order from OPAC inside of “MyLibrary” service. You can receive the ordering book at the library most convenient for you.

Participating libraries	Number	Period (day)
Main Library, Main	5	14
Medical Library	2	7
Kita-Aobayama Library	5	14
Engineering Library	5	14
Agricultural Library	5	14
Institute for Materials Research Library	5	14
Institute of Fluid Science Library	5	7
Library of Institute of Multidisciplinary Research for Advanced Materials	2	7
Law School Library	Cannot be checked out.	

## 2.5 Photocopy

It's possible to make photocopies yourself with the copy machine in the library. Payment by cash or coop prepaid copy card (coop card) is acceptable. You can purchase a coop card in the library or the coop shop.

Pay attention to copyright!

All works (include novels, articles, computer programs, websites etc. ) have their own copyrights.

(1) Reproductions of library materials are permitted in following cases.

To make a single copy for personal researchable use.

To copy less than 50% pages of a book.

To copy a full article from a back issue of a periodical.

(2) Quotation

Quotations must be clearly separated from your own writings.

Show references for quotations.

- For more information, ask the Copyright Research and Information Center (CRIC)  
[http://www.cric.or.jp/cric\\_e/index.html](http://www.cric.or.jp/cric_e/index.html)

## 2.6 Interlibrary Loan

If you can not find the material you need within Tohoku University, you can request photocopy/book from another library. For further information about this procedure, ask your library staff.

You can pay for this service with your laboratories budget or privately with cash. To use the laboratories budget, your professor's permission is needed.

### (1) Via online

- from Tohoku University Library Webpage "MyLibrary"
- from "Online Catalog"(inside of "MyLibrary")

### (2) At the reference desk

	Charge	Payment	Time required
Interlibrary Photocopy	specified by each organization (In many cases, ¥35-60 per sheet)	research budget or private expense	approximately 4-10days
Interlibrary Loan	the round-trip delivery cost ( details are specified by each organization )	research budget or private expense	approximately 4-10days *Checkout-period is specified by each organization

\* You may visit the institution that holds the material. For more information, ask a librarian at the reference desk.