

TOHOKU UNIVERSITY AGRICULTURAL LIBRARY Guide



Library Hours

■ Open

	Monday - Friday	Holidays
Lecture term	09:00 - 20:00	Closed
Others (Vacation)	09:00 - 17:00	

■ Close

- Saturdays / Sundays / National Holidays
- Year-end / New Year
- * For other exceptions please check our notice board.

■ Night and closed days

- Members of Graduate School of Agricultural Science and Faculty of Agriculture can enter the library during the time mentioned below.

Lecture term	07:00 - 09:00
	20:00 - 24:00
Others (Vacation)	07:00 - 09:00
	17:00 - 24:00
Saturday - Sunday	07:00 - 24:00

Library Membership and Guidelines

- To use the library, you need to have one of the ID cards shown below.
If you don't have one, contact the service desk.

Users	Card	Issuing Section
Staff	Staff Card / Identification Card	General affairs section
Students	Student Card	Instruction section
Others (*1)	Library user card	Agricultural Library (*2)
General public	Library user card	Agricultural Library

(*1) Researchers, Research Students, Auditors, and so on.

(*2) If you are not a member of Graduate School of Agricultural Science or Faculty of Agriculture, please inquire Service Desk.

Entering

- Swipe your card through the scanner to open the door.
- If you don't have your ID card, use the interphone to contact the staff.
- An electronic security device has been set. If you have a pacemaker, please contact the staff using interphone.

Library Circulation

- Books can be borrowed only upon producing the ID card.
- To check out materials, bring them to the Service Desk with your ID card. You can also use Self-checkout machine.

Number of materials that may be borrowed & Loan period

	Reading room / Lounge			Shared stack room			Books from other campus libraries		
	Number	Duration	Renewal	Number	Duration	Renewal	Number	Duration	Renewal
Faculty members	10	2weeks	1time	5	2weeks	1time	5	2weeks	1time
Graduate students									
Under graduate Students, others	5								

- It is the borrower's responsibility to keep track of due dates and to renew on time.
- Before the due date, you can renew them by "Check Status of Loan/Reservation" on "MyLibrary". Some requested materials may be unavailable.

Returning

- When you return the materials that you borrowed from the Agricultural Library and other on campus libraries, bring them to the Service Desk or put them into the book drop located near the entrance when the library is closed.

Reservation / Delivery

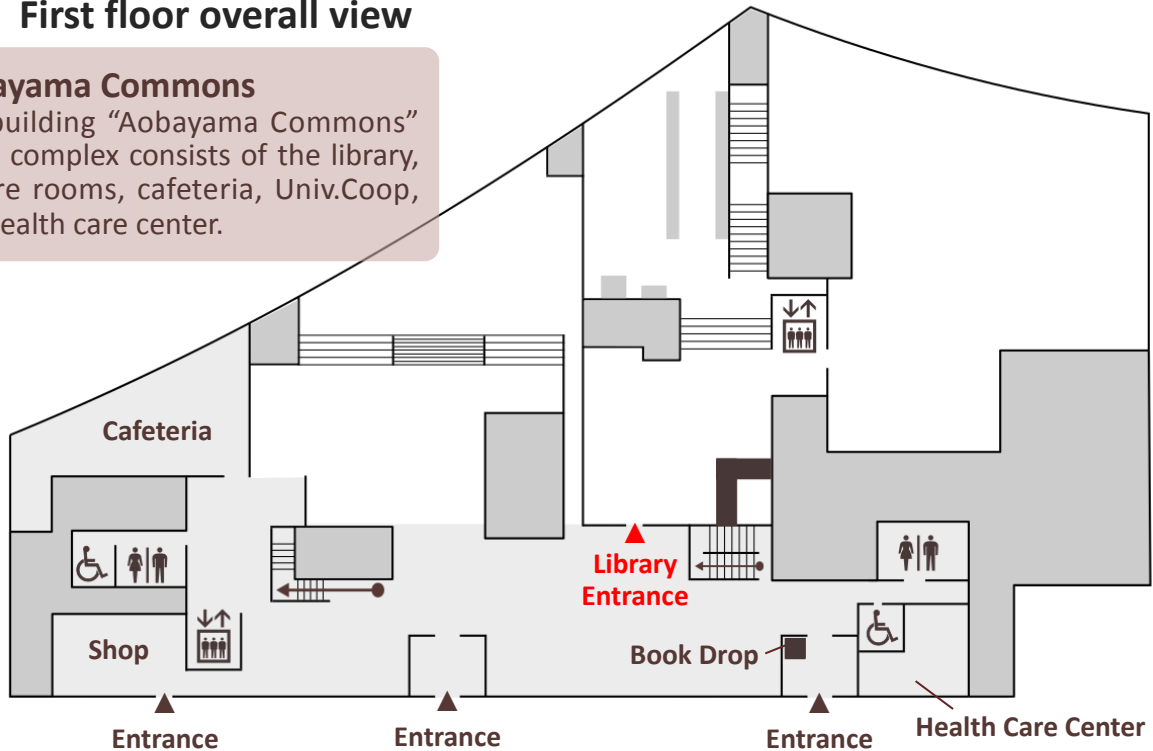
- You can reserve materials which are already on loan.
- You can request or reserve books from other campus libraries and get delivered to the Agricultural Library.
- Please log in "MyLibrary" and request from "Reserve" button on "Online Catalog".
- Some materials cannot be reserved or requested.

Floor Guide

1 F First floor overall view

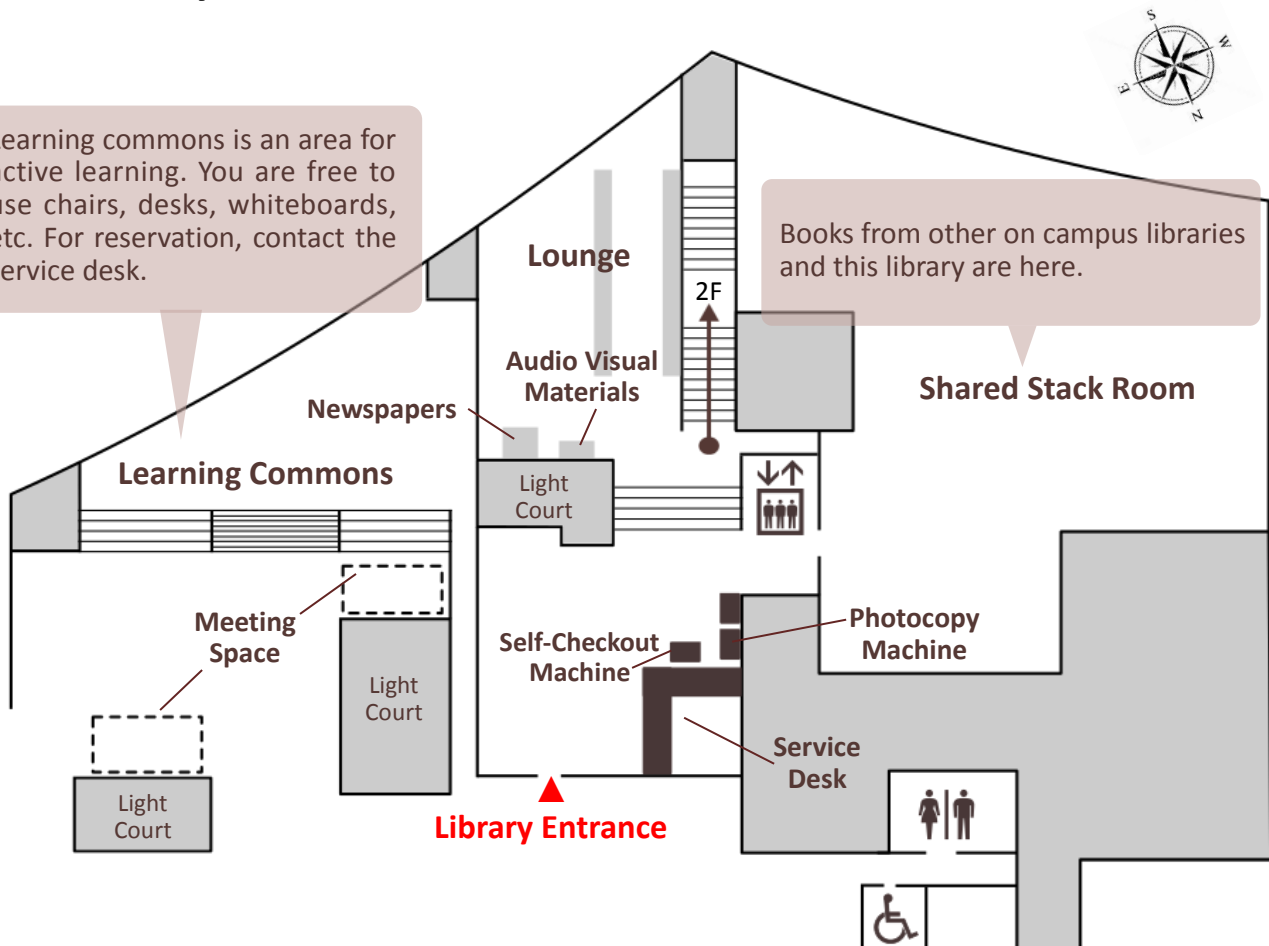
Aobayama Commons

The building "Aobayama Commons" is the complex consists of the library, lecture rooms, cafeteria, Univ.Coop, and health care center.

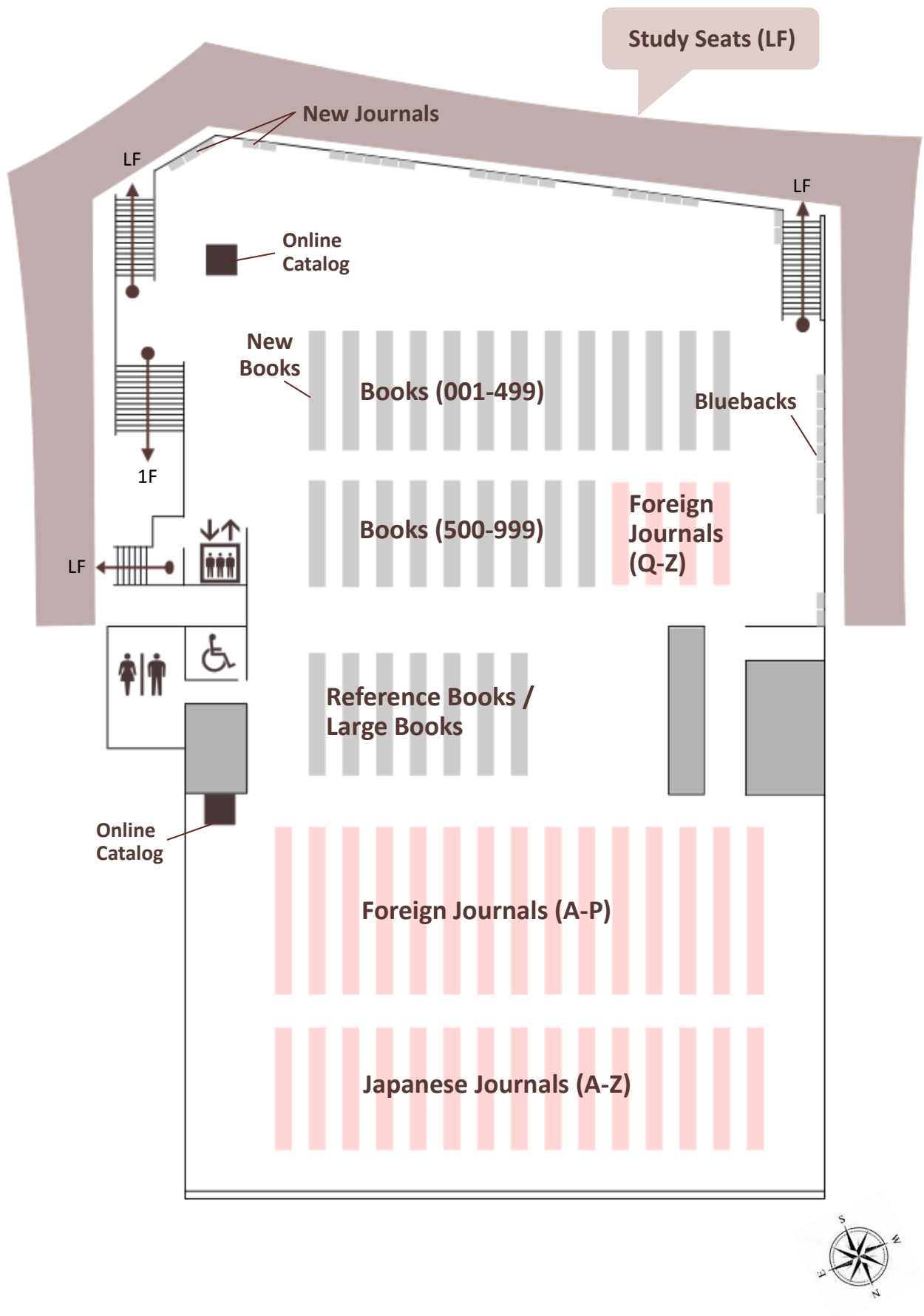


1 F Library area

Learning commons is an area for active learning. You are free to use chairs, desks, whiteboards, etc. For reservation, contact the service desk.



2 F Library area



Photocopying Materials in the Library

- Self-service photocopy machines are located on the first floor. Before photocopying, please read the copyright notice and complete “Application Form for photocopying” and submit it to the service desk.

Pay by laboratory expense.	Use the Xerox card.
Pay by private expense.	Coin-operated.

Document Supply & Inter Library Loan

- If you can't find what you are seeking in the Agricultural Library, you can request the photocopy of articles or Inter-Library Loan service. You can request them by “MyLibrary” (Use “Online Catalog” or “Applies for the photocopy / loan”)

Fees:

	Intramural	Other university
Photocopy Black & White / Color (1p)	¥20 / ¥40	¥35-60 / ¥60-100 +postage
Inter Library Loan	Free(On-Campus delivery service)	Postage

Payment : Laboratory Expense (need approval in advance) or Cash (Private expense).
Time requirement : All articles require about 1 week on average. If you request rare or overseas articles, note it takes several weeks to receive.

Learning Commons

- Learning commons is an area for active learning. You are free to hold events such as seminars, class works, group activities, workshops, and lecture meetings.
- You can borrow equipments listed below. When you want to borrow, please fill out an application form.
Projector / Screen / Laptop PC / Laser pointer / Microphone / Speaker / Display panel / Desk for presentation / Lectern / Table for reception / Standing signboard, etc.

PC / Wi-Fi

- You can borrow laptop PC.
- Campus Wi-Fi (eduroam) is available inside the library.

Online Services

- Library website provides variety of web services as below.
<http://www.library.tohoku.ac.jp/en/>
- Online Catalog (OPAC)
Materials that Tohoku University library houses can be searched by online catalog. You can search for theses of graduate students of Agricultural Department in Institutional repository yourself. If you like to read actual dissertation (thesis), please ask the service desk.
- MyLibrary *Only for university members*
Reservation / Check status of loan / Reservation (Renew) / Inter library loan / Photocopy request / Purchase request / Facility reservations
- Electric resources *Only for university members*
Databases, E-journals, and E-Books can be available.

Reference Service / Instruction Services

- The library staffs are always ready to advise and assist you in accessing library materials and information. Please ask the staffs if you have any questions.
- We offer services such as a general guidance of using the library or specific guidance for using databases etc., for a person, groups or classes on demand.
Contact the staff for further information and consultation.

For the General Public

- General public can use the Agricultural Library for research purposes.
- General public cannot borrow materials.
- For photocopying, fill in the photocopy application form and submit it to the Service Desk.
- Please take consideration of students during examination period.

Notice



Only bottled drinks and canteens are allowed.



No eating or drinking except in a specified area.



No talking on the cell phones.

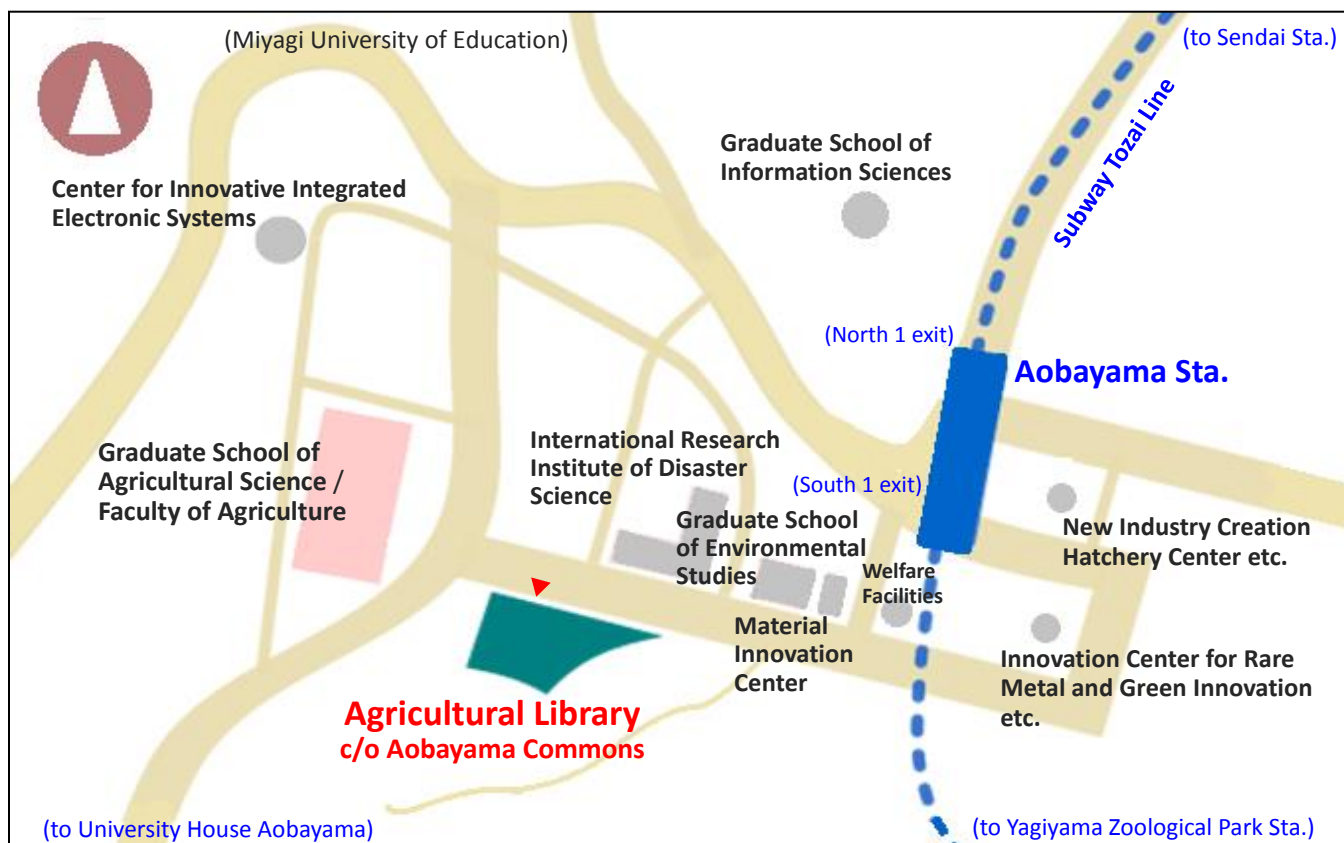


No smoking on premises.



Get permission from the Service Desk for taking photos.

Access



By Subway

Get on the subway Tozai Line bound for Yagiya Zoological Park at Sendai Subway Station and get off at “Aobayama” station. 5 minutes’ walk from the exit 'South 1'.

Contact



-Apr. 2021 -