

# TOHOKU UNIVERSITY AGRICULTURAL LIBRARY

Guide



## Library Hours

### ■ Open

	Monday - Friday	Sat., Sun. and holidays
Lecture term	<b>09:00 - 20:00</b>	<b>Closed</b>
Others (Vacation)	<b>09:00 - 17:00</b>	

### ■ 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	<b>07:00 - 09:00</b>
	<b>20:00 - 24:00</b>
Others (Vacation)	<b>07:00 - 09:00</b>
	<b>17:00 - 24:00</b>
Saturday - Sunday	<b>07:00 - 24:00</b>

## Library Membership and Guidelines

- To use the library, you need to have one of the ID cards shown below.  
If you don't have any of these, 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 contact the library of your field.

## 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 call the staff through the intercom.

## Library Circulation

- To check out materials, bring them to the service desk with your ID card. You can also use a self-checkout machine.

### Number of materials that may be borrowed & Loan period

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

- Before the due date, you can renew materials by "Check Status of Loan/Reservation" on "MyLibrary". You cannot renew if the material is reserved by someone else or if you have overdue materials.

## Returning

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

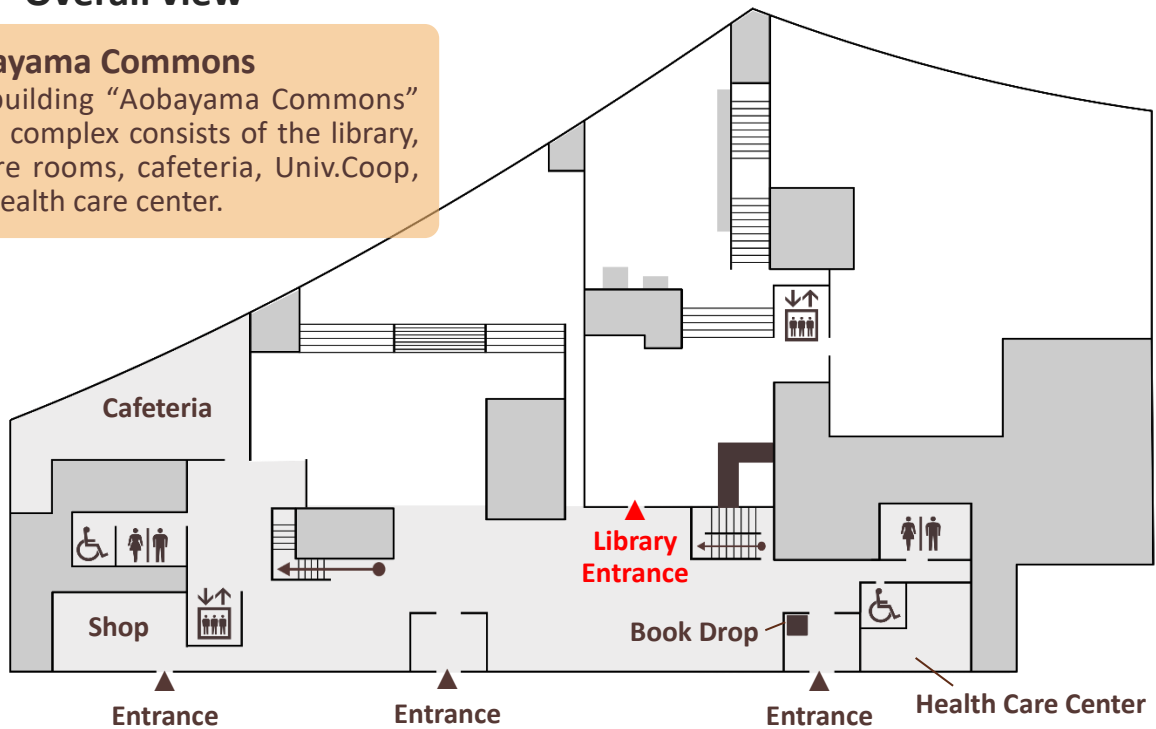
## Reservation / Delivery

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

## 1 F Overall view

### Aobayama Commons

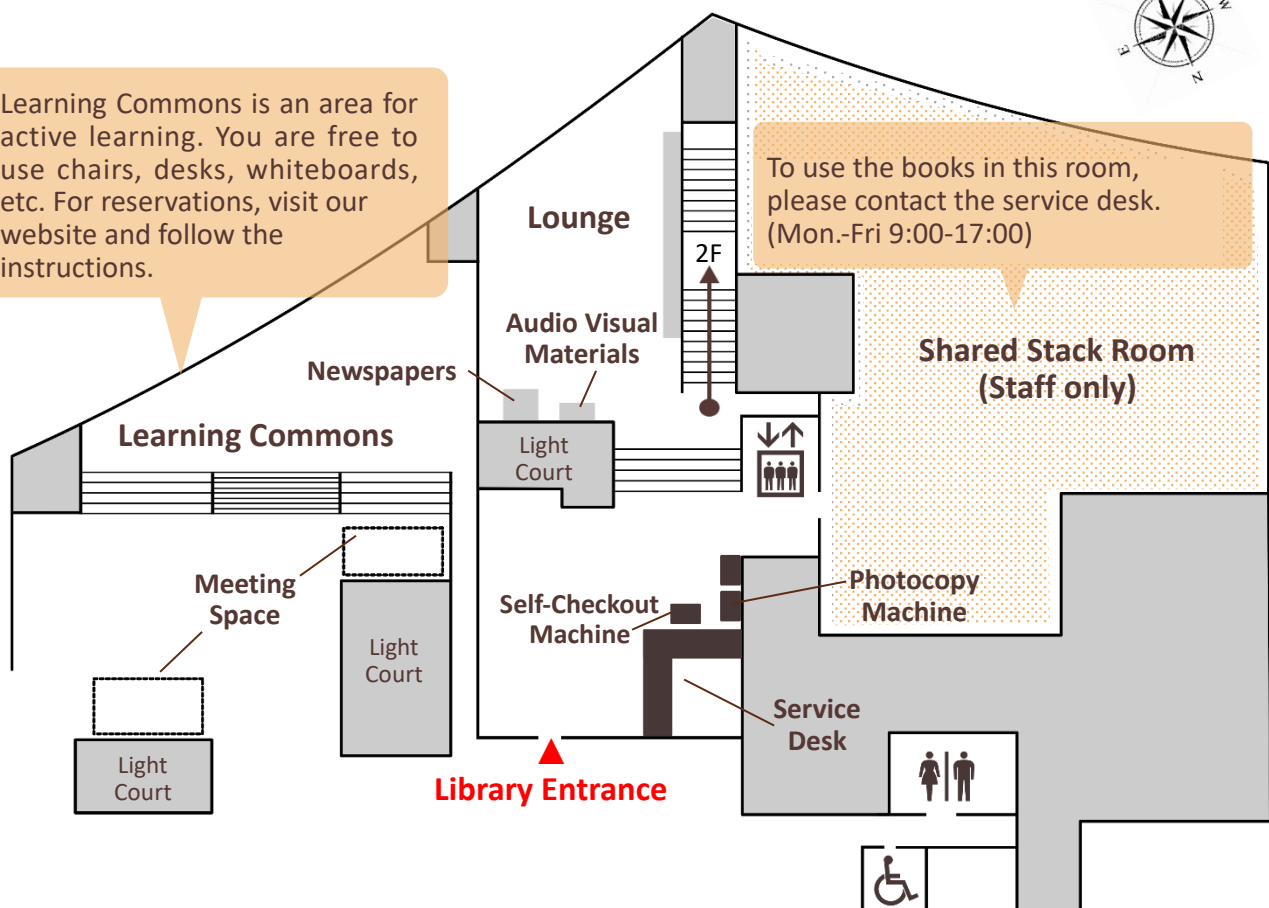
The building "Aobayama Commons" is the complex consists of the library, lecture rooms, cafeteria, Univ.Coop, and health care center.



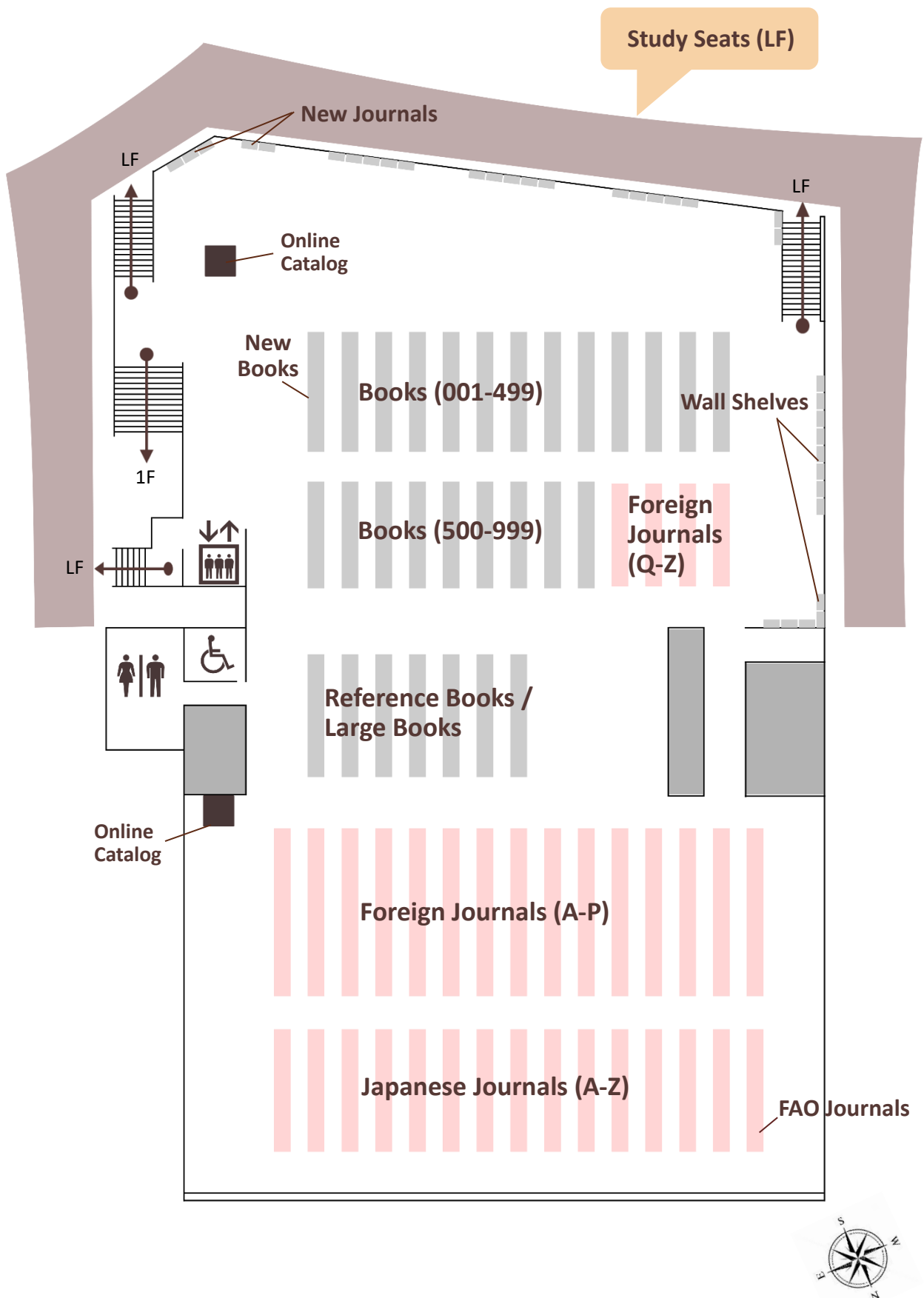
## 1 F Library area

Learning Commons is an area for active learning. You are free to use chairs, desks, whiteboards, etc. For reservations, visit our website and follow the instructions.

To use the books in this room, please contact the service desk. (Mon.-Fri 9:00-17:00)



## 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, complete the “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 Agricultural Library, you can request photocopies of articles or use the Inter-Library Loan service. You can request them through “Online Catalog” or “Applies for the photocopy/loan” of “MyLibrary”.

### Fees:

	Intramural	Other institutions
<b>Photocopy</b> Black & White / Color (1p)	¥20 / ¥40	¥35-60 / ¥60-100 +postage
<b>Inter-Library Loan</b>	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 that it will take several weeks to receive them.

## 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 the equipment listed below.  
Projector/screen/laser pointer/microphone set/speakerphone for online meetings/mic stand/display panel/presentation desk/lectern/reception desk/signboard/power strip, etc.
- If you wish to make a reservation, please visit our website and follow the instructions.

## PC / Wi-Fi

- You can borrow a laptop PC.
- Campus Wi-Fi (eduroam) is available inside the library.
- You can send a print order from a designated computer to a photocopy machine (private expense).

## Online Services <https://www.library.tohoku.ac.jp/en>

- Library website provides a variety of web services as below.
- Online Catalog (OPAC)  
Tohoku University library's holdings can be searched through the online catalogue. You can search for theses of graduate students of Agricultural Department in Institutional repository yourself. If you wish to read the actual dissertation (thesis), please ask the library staff.
- MyLibrary *Only for university members*  
Check status of loan/reservation/interlibrary loan/photocopy request/purchase request
- Electric resources *Only for university members*  
Databases, e-journals, and e-books can be available.

## Reference Service / Instruction Services

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

## For the General Public

- General public can use Agricultural Library for research purposes.
- For photocopying, fill in the photocopy application form and submit it to the service desk.
- Please take into consideration of students during the examination period.

## Notice



Only bottled drinks are allowed.



No eating or drinking except in a specified area.



No talking on the phones.



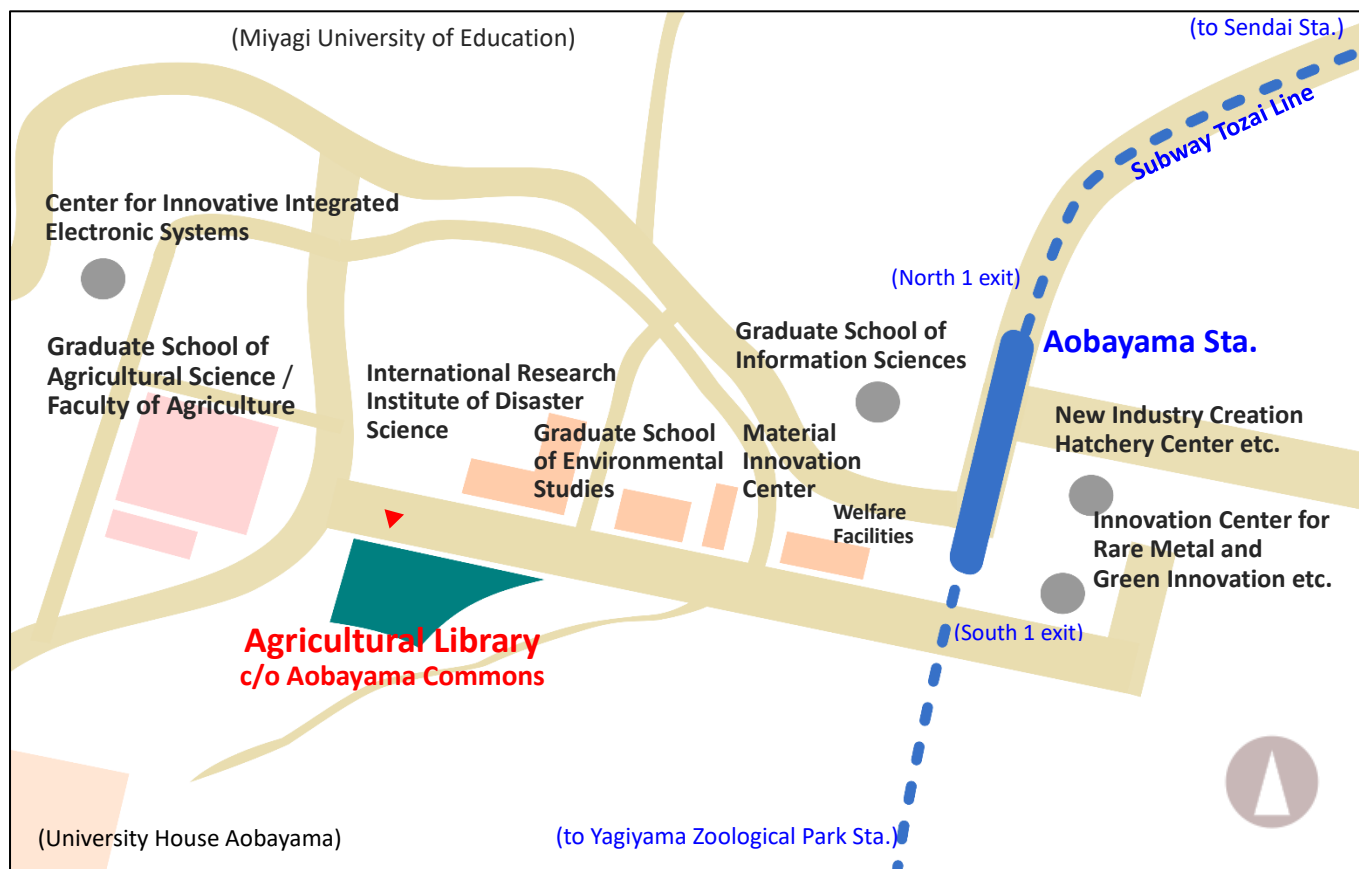
No smoking on premises.



Get permission from the service desk for taking photos.



## Access



### By Subway

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

## Contact

