

## Photocopying Materials in the Library

Self-service photocopy machines are located at the Main Floor. You can apply at the Interlibrary Services Counter, too. Before photocopying, please read the instructions on the Photocopy Form and complete the required fields. You can make photocopies only under copyright laws.

Following these guidelines will help ensure compliance with copyright laws:

1. Copyrighted materials, in general, should be copied only in part (less than half) and not in full.
2. Although complete papers and other articles published in periodicals may be copied in full, this permission is limited to documents for which a certain amount of time has passed since publication (e.g., the subsequent issue of the periodical has been published or a period of three months has elapsed)
3. Number of sets of copies is limited to one per person.
4. Copies are to be used only for academic purposes.
5. Recopying and distributing copies are not permitted regardless of whether compensation is been received by the distributor.

## Using Materials of Other Libraries

### On-Campus Libraries

Libraries are located on the Kawauchi, Seiryō, Aobayama, and Katahira Campuses.

#### Visiting Libraries in Person (Browsing, Photocopying, and Borrowing)

You may use materials held at any campus library. Please be sure to carry your Student Card or User Card with you. As each library has its own terms of use, please inquire at the library's main counter for further information.

#### Requests (Photocopies and Books) There is a charge for photocopying

You may request photocopies and loans of Books from other campus libraries. Please apply using MyLibrary on the library website.

### Other University Libraries

#### Visiting Libraries in Person (Browsing and Photocopying)

You may use libraries at other universities. Each library requires you to complete its own set procedures for use by non-members. Please inquire at the Tohoku University Main Library's reference desk for further information.

#### Requests (Photocopies and Interlibrary Loans) There is a charge for these services

If materials are unavailable at the Tohoku University campus libraries, you may request interlibrary loan or document supply. Please apply using MyLibrary on the library website or inquire at the Tohoku University Main Library's reference desk.

## Reference Services

We offer the service to help users access information resources and use them effectively. Assistance may range from locating a needed material to instruct databases to meet the needs. We also provide training session on these. Please contact the reference desk or inquire on the library website (<https://opac.library.tohoku.ac.jp/opac/ask/>).

### Training session: Searching for Information

We offer a diverse range of training session on topics such as how to write essays; search for books, journal articles, and newspaper articles; and use databases and online encyclopedias. For more details, please check the library homepage or the library notice board.

### WE REQUEST YOUR COOPERATION WITH THE FOLLOWING:

- Please set your mobile phone to silent mode. When you talk on the phone, please use a mobile phone booth.
- To help protect materials in the library, please leave wet umbrellas in the umbrella stand located next to the library entrance. For bringing the umbrella into the library, please use the umbrella sheets provided at the entrance of the buildings.
- To avoid cluttering desks and taking up chair space, please use a one-day locker to store your belongings.
- There is the area where carrying bags is not permitted. Please use the lockers located in 1st floor to store your belongings.
- The eating and drinking is permitted only in a lounge in the library. Drinking is permitted at desks only if liquids are stored in a resealable container, such as a flask or plastic bottle.
- No parking is available. Please use public transportation.
- When you leave your seat, please have valuables.

\*Please note that security cameras have been installed in the library to prevent theft.

## Contact Information

### Main Counter

Telephone **022-795-5943**

Email **main-counter@grp.tohoku.ac.jp**

Issued in Apr. 2017 by Tohoku University Main Library,  
Kawauchi 27-1, Aoba Ward, Sendai City 980-8576

# Tohoku University Main Library Library Guide



### Hours of Operation

#### Weekdays

Building 1 -- 8:00a.m.~10:00p.m.  
Building 2 -- 8:45a.m.~5:00p.m.

#### Weekends/Holidays

Building 1 -- 10:00a.m.~10:00p.m.  
Examination Period -- 8:00a.m.~10:00p.m.  
Building 2 -- Closed

"Hagihosute" is  
Tohoku University Library's  
mascot.



### Closed Day

## New Year's Period

Users will be notified in the event of any other temporary closures.

## Entering the Library

Swipe your student card or user card to get through the barriers and enter the library. Please inquire at the reception counter if you do not possess either of these cards.



## Borrowing Books

User	Student Reading Room and Global Learning Room			Stack Room <sup>(*)1</sup>			Classical Materials <sup>(*)2</sup>			International Materials and Stats <sup>(*)3</sup>			Bound Journals	
	Number	Duration	Renewal	N.	D.	R.	N.	D.	R.	N.	D.	R.	N.	D.
Undergraduate Student	10	3 weeks	1 time	25	6 weeks	2 time	—	—	—	2	1 weeks	1	1 weeks	5
Graduate Student				50		5	—	5						
Faculty member				100		20	—	20						
Emeritus Professor				50		5	6 weeks	1 time	5					
Research Associate, etc.				50		5	5							
Office Staff	25	2 time	—	—	—	2	—	—	—	—	—	—	—	
Shuyukai Member (Lifetime Member)	5	—	—	5	3 weeks	—	Total of 2 books from student reading room and stack room, 3 weeks, no renewal, and private collections cannot be borrowed.							
Non-members	—	—	—	—	—	—								

\*1 Includes books of stack room's private collections \*2 Classics, Special Collection, and all other items specified by the library director \*3 Materials related to international organizations and financial statistics

\*Since the rule for borrowing books may be changed, please check the recent information from the library website.

## Reservations/Renewals (University members only)

For reserving materials that are already checked out to others or extending the lending period of a book, please log into MyLibrary on the library website and make a procedure. For reservation, reservation button will be displayed if you make an OPAC search after logging in.

## Suspension of Loans

Retaining possession of books overdue by eight days or more will result in suspension of loans for seven days. During this suspension period, you will not be able to borrow new materials.

The loan privileges of Instructors and Emeritus Professors who have books overdue by eight days or more from the Student Reading Room and Global Learning Room will be suspended for seven days. During this period, it's not allowed to borrow other materials.

## Lost or Damaged Books

Once the material is lost or damaged while on loan, you are required to compensate for it.

# Building 1 MAP

## 1 Reception

- Entering the library
- Returning materials of the Student Reading Room and Global Learning Room

## 2 Main Counter

- Borrowing and returning materials
- Request to use (browse/borrow) materials of the stack room
- Applications and issuances of library cards

## 3 Interlibrary Services (Weekdays 8:30a.m.-4:30p.m.)

- Reception of photocopies from other institutions and campuses
- Checking out interlibrary loan materials

## 4 Reference Desk (Weekdays 8:30a.m.-5:00p.m.)

- Help in searching for materials
- Assistance on how to search for books and use databases
- Guidance on using the library's computers, printers, and Wi-Fi

## 5 International Students Concierge Desk (Weekdays from April to July and October to February)

- \*Please see our website for opening hours.
- Guidance on library using and research support in multiple languages.

## 6 Multi-purpose Room

- It can be used for exhibitions, seminars, training activities, etc.
- Reservation is required with submitting an application. Only for members of Tohoku University.**

## 7 Group Study Room 1-4

- Reservation required.**
- (You can make a reservation by using "Facility Reservations" from MyLibrary)

## 8 Private Research Room 1-4

- Available for faculties and graduate students.
- Reservation required.**
- (You can make a reservation by using "Facility Reservations" from MyLibrary)

## 9 Global Learning Room

- It can be used for seminars and holding events.
- Reservation is required with submitting an application. Only for university members.**

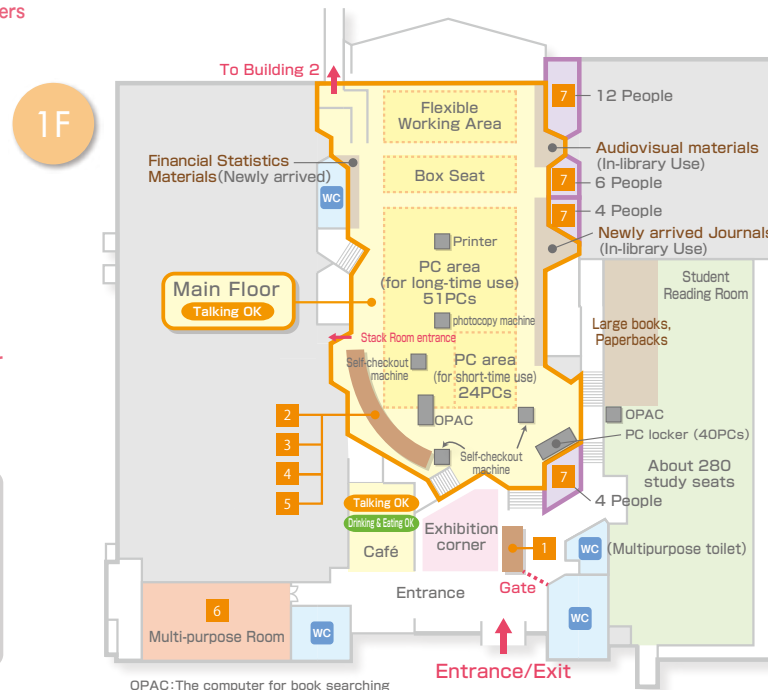
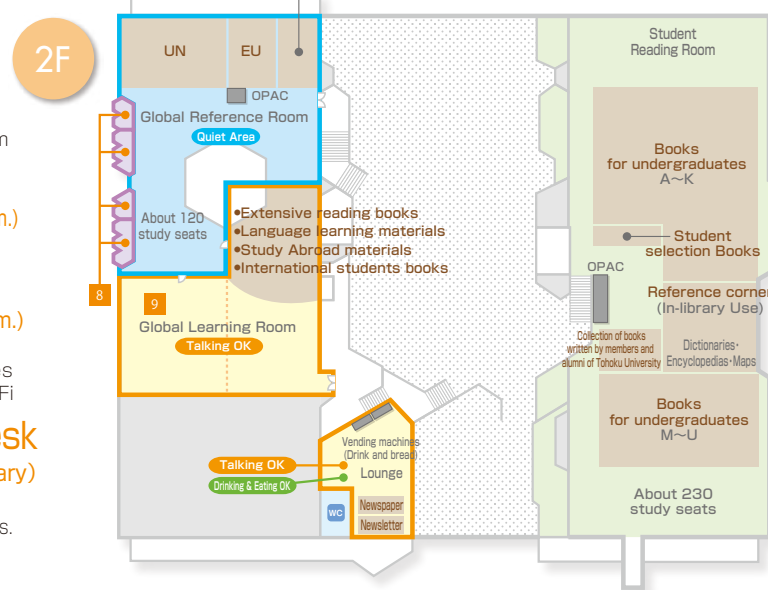
BF

## Stack Room (Close 9:30p.m.)

Books for research (Japanese and other languages), private collections, other large collection, etc

The stacks are available for the Tohoku University faculties, graduate students, and undergraduate students (including researchers and special auditors) who have attended for "Stack Room Guidance". The other users need to request for materials to 2 the main counter.

\*Besides a conversation, using of PC or calculator is also not allowed in the Global Reference Room (Quiet Area).  
Great East Japan Earthquake Library (In-library Use)

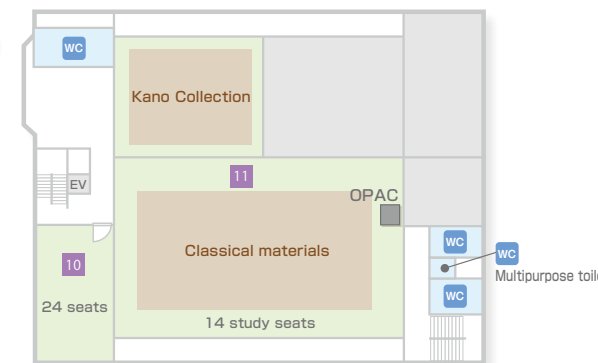


# Building 2 MAP

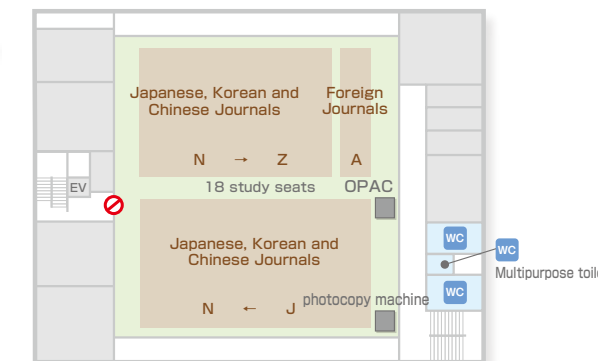
## 10 Old and Rare Collection Reading Room (12:00~13:00 Counter service closed.)

- For inquiry and use of the followings, ask at 10.
- Old and Rare Collection ● Special Collection (Kano Collection etc.)
- Classical materials ● Photography of the possessed materials
- Enter the building and take the elevator on the left hand to the 4th floor.

4F



2F



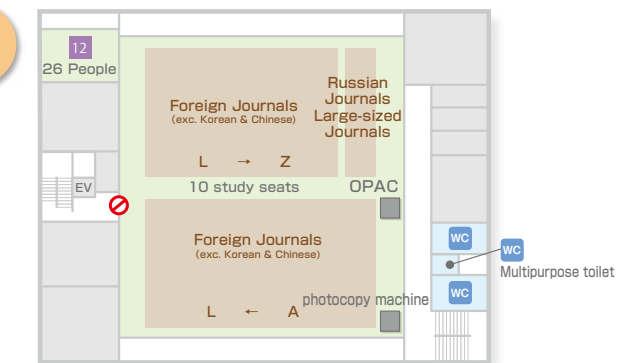
## 11 Kano Collection and Classical materials

- (Close 30 minutes before the library closing time)
- Graduate school students and faculties of Tohoku University are allowed to enter the room.
- You can make an arrangement at 10.
- The users other than these please request for materials to 10.

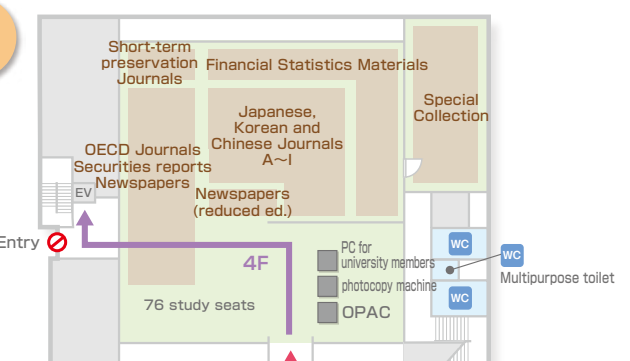
## 12 Old and Rare Collection Study Room

- This room can be used for a class or a seminar using old and Rare Collection or Classical materials of Building 2.
- Reservation required. Only for university members.**

3F



1F



Ask at the Main Counter in the Bldg. 1 for inquiring and borrowing materials of the 1st-3rd floor.



OPAC: The computer for book searching

Entrance of Building 2