

Borrowing & Returning

■ Borrowing

Bring items you want to borrow with your student ID/staff ID/library user ID to the counter, or use "Self-checkout machine".

Status	Max. number of items to borrow			Borrowing period	Extension
	Books	Bound Journals	DVDs		
Staff and graduates	10 (in total)			14 days	once
Undergraduates	5	—	2	14 days	once

*Besides the above, you can borrow up to 5 items from other libraries with intercampus delivery service.

*The latest journals, valuable materials, and items with "in-library use only" (red labels), e.g., dictionaries, cyclopedias, cannot be borrowed.

■ Extension of borrowing period

Extension of borrowing period is acceptable only once when the item is available. Need to apply for extension before return date. Please apply for extension at the counter or via "MyLibrary."

■ Returning

Please return items through the counter. If the counter is not available, please use "Book Drop" outside of the entrance.

Use of PC

- The Internet and Microsoft Office are available at PC seats on 2F of annex and 3F of the main building.

*Tohokudai ID and password are necessary to access websites outside the university.

- PCs for OPAC are available on each floor.

- You can use campus Wi-Fi (eduroam/seiryu-user*) with your own devices, PCs or phones.

*Only those belong to Seiryu campus can use "seiryu-user."

Use of Group Study Rooms

■ Group study rooms (1F) *Reservation Required

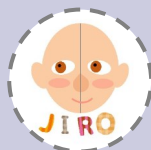
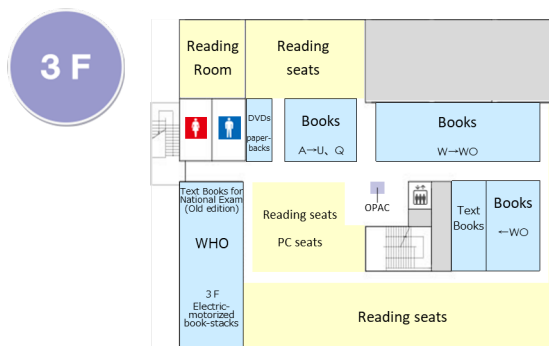
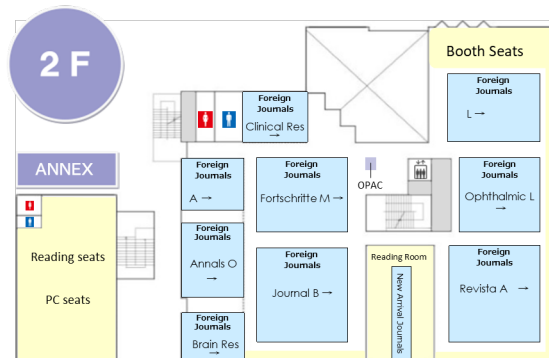
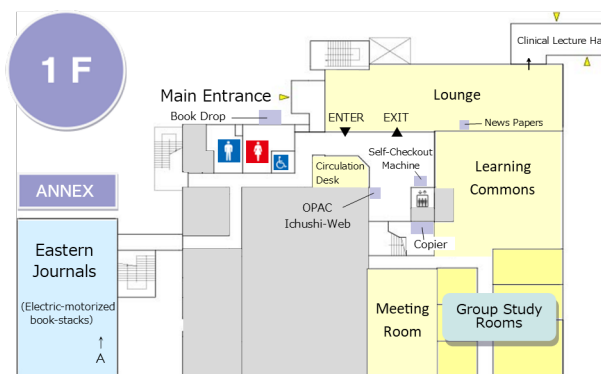
For Seiryu Campus staff and students only.

■ Meeting rooms (1F) *Reservation Required

For Seiryu Campus staff only.

*For reservation: MyLibrary > Facility Reservation.

Floor Guide



Official Character
"Seiryu Jiro"

Twitter
@Tohokulib_M



TOHOKU UNIVERSITY MEDICAL LIBRARY

GUIDE 2022



1-1, Seiryu-machi, Aoba-ku, Sendai, 980-8575

TEL: 022-717-7979

FAX: 022-717-7982

E-mail: med-counter@grp.tohoku.ac.jp

URL: <http://www.library.med.tohoku.ac.jp/>

Opening Hours & Closed Days

	0:00	7:00	9:00		20:00	24:00
Weekdays	Closed		Opening hours of the counter*			
Weekends and Holidays	Closed		※Off-hours use			

*In August and March, 9:00-17:00

※Off-hours use

- For Seiryō Campus staff and students only.
- The counter is closed.

■ Closed days of the counter

- Saturdays, Sundays, and Holidays (National holiday, Summer and New year's holiday)

*Information of temporary close will be announced on the Message Board of Groupware and website of medical library.

Entry & Exit

For entry or exit, scan your ID card in the card reader.
(Automatic entry / exit systems)

If you come across any errors, press the button of intercom system and wait for some help.

Service Hours of the Counter

■ Borrowing/Returning/Facility reservation and use

Weekdays, 9:00 - 20:00 (In August and March, 9:00 - 17:00)

■ Receiving ordered items : (Delivery/Photocopy services)

Private expenses: Weekdays, 9:00 - 16:00.

School expenses: Weekdays, 9:00 - 20:00.

(In August and March, 9:00 - 17:00)

■ Requests to use valuable materials and dissertations

Weekdays, 9:00 - 16:30.

Cautions for Use

- No food allowed in the library.
- Bringing plastic bottles and water bottles are allowed only in reading seats.
- Talking on a mobile phone is allowed in only designated area.
- It is your responsibilities to take care of your belongings. Please be sure to bring your belongings with you when you leave.
- NO SMOKING in the library. (Smoking is prohibited on entire campus.)
- To prevent accidents, elevators are available only when the counter is open. Weekdays, 9:00 - 20:00.
(In August and March, 9:00 - 17:00)

Photocopy Service

There is a copy machine in the library. 10 yen/copy (black-and-white); 50 yen/copy (color). For use, fill out "Application form of photocopy service" placed beside the copier. Be sure to comply with following cautions on the Copyright Act.

*Cautions on the Copyright Act to copy

1. You can copy only materials in the library you applied in the application form.
2. The purpose to copy is for personal use only.
3. A person can make only one copy.
4. Recopying is not permitted.
5. Copying all pages of materials is prohibited.
6. To copy papers on journals, need to meet either of following conditions: next issue of the journal has been published; or 3 months have passed since its publication.
7. Taking photos of materials without permission is prohibited.

If you want staff to photocopy on behalf of you, apply at the counter with the items. It costs: 20 yen/copy (black-and-white); 40 yen/copy (color). Weekdays, 9:00-15:30

Interlibrary Services

■ Interlibrary photocopy <charged>

You can order photocopies of materials owned by another library. Photocopy fee and shipping costs will be charged according to the number of copies. It takes about a week to receive.

■ Interlibrary loan <charged>

You can request interlibrary loan of the books that Tohoku University libraries do not own from another institute or university. Shipping costs will be charged.

The use of books requested via interlibrary loan may be limited to browsing in the Medical Library.

*Both service can be applied for via "MyLibrary."

You can also apply at the counter by filling out "Request form of Interlibrary photocopy / Interlibrary loan services."

■ Intercampus delivery service <Free>

If materials you need is not available in the Medical Library but available at other libraries of Tohoku University, you can request to deliver the materials

*Make a reservation via "MyLibrary."

■ Visit another university's library

You can visit and use libraries of another university.

Since a referral letter may be necessary, please contact the counter beforehand.

MyLibrary

MyLibrary is the online service of the library. The list of services are shown below.

Access it from Tohoku University Portal Site, the website of the medical library, or Tohoku University Library OPAC.

https://opac.library.tohoku.ac.jp/opac/opac_search/?loginMode=disp&lang=1

*You can also access with a QR code.



MyLibrary

■ Those who can use

Those who belong to Tohoku University and have Tohokudai ID.

(If you do not have Tohokudai ID, contact your Department and get ID before you procedure at the library.)

The list of services

- Confirmation and extension of the loan period
- Reserve materials to borrow
- Check status of reservation
- Apply for interlibrary loan and request for photocopy
- Check status of interlibrary loan and request for photocopy
- Change your main library
- Purchase request
- Check status of purchase request
- Facility reservation

Document Search

■ Tohoku University Library OPAC

You can search books and Journals.

https://opac.library.tohoku.ac.jp/opac/opac_search/?lang=1



OPAC

■ Databases to search documents

If you want to search papers on databases, such as PubMed and Ichushi-Web, access from links on the website of medical library.

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



Website of medical library

■ Please refer to YouTube.

Intl Student Concierge Tohoku University Library

<https://www.youtube.com/channel/UCVsVxTR-Mp8FMfi1DWmAb6w>

How to use MyLibrary, How to find books. etc..(English/Chinese)



YouTube