

## User Card

Student Card / Employee ID Card / Library Card is required to enter the library and borrow books.  
Don't lent your ID to others.  
Never use another person's ID card.

## Loan Periods & Numbers

|                       | Student Reading Room<br>Global Learning Room |    |    | Stack Room |    |    | International<br>Materials and Stats |    |    | Bound<br>Journals |    |
|-----------------------|--|----|----|------------|----|----|--------------------------------------|----|----|-------------------|----|
|                       | N.   | D. | R. | N.         | D. | R. | N.                                   | D. | R. | N.                | D. |
| UG                    |  |    |    | 25         |    | 2  | 2                                    |    |    |                   |    |
| GRAD                  |  |    |    | 50         |    |    | 5                                    |    |    | 5                 |    |
| Teaching<br>Staff A*  | 10   | 3  | 1  | 100        | 6  |    | 20                                   | 1  |    | 10                | 1  |
| Teaching<br>Staff B*  |  | W  |    | 50         | W  |    | 5                                    | W  |    |                   | W  |
| Emeritus<br>Professor |  |    |    | 50         |    |    | 5                                    |    |    | 5                 |    |
| Office Staff          |  |    |    | 25         |    | 2  | 2                                    |    |    |                   |    |

\* N.: Number D.: Duration R.: Renewal

### Renewals (Continuation of Borrowing)

You can extend the loan period before expiration.  
(Up to the maximum number of extensions if there are no other reservations.)  
Please login to MyLibrary on the library website and make a procedure.

### Suspension of Loans & Compensation

- You will not be able to make new loans, renewals or reservations if you have overdue books.
- If you damage or lose any material you are borrowing, you have to compensate with the same material.

### Materials In-library use only

Reference books. Newspapers. Unbound journals.  
Archives of the Great East Japan Earthquake. Old and Rare books.  
Audio-visual materials.

## Reservation & Ordering materials

You can reserve and order materials via MyLibrary.  
• Reservation of materials on loan  
• Order from other Tohoku University campuses to the Main Library (Up to 5 books / 2 weeks loan period / Some materials may not be ordered.)

## Collections

- Materials for Undergraduate Studies & International students
- The Great East Japan Earthquake Collection
- Collections on humanities and social sciences
- Resources of International organizations (UN,EU)
- Yukari Collection (Books by the alumni and related authors)
- Extensive Learning Materials for language studies

## Web Service

### OPAC (Online Public Access Catalog)

You can search for materials and check the availability in the Tohoku University Library via OPAC.  
You can also use it at your home.



### MyLibrary

"MyLibrary" is a personal web page that allows you to use various services of the Tohoku University Library online.  
Every person who belongs to the Tohoku University can use it.  
To use it, your "Tohokudai ID" (or your library card number if you do not have one) and its password.



#### <Services Available>

- Confirmation and extension of the loan period
- Reservation of materials on loan
- Book purchase request
- Reservation of the facilities in the library
- Inter-campus delivery service \*Only photocopies are charged
- Interlibrary Loan(ILL) \*Paid Service

### E-Books / E-Journals

It is available via the on-campus network.  
If you have an "Tohokudai ID", some materials can be accessed from off-campus by connecting to Gakunin or VPN.  
Please check our website for more details.

## Reference Service

Librarians at the Tohoku University Library help you to get the materials, information, and investigate your needs for study and research.  
Please feel free to contact the reference desk.  
We also accept questions by e-mail and web form.

### Notification from the library and events information are posted on the official SNS.



@hagi\_no\_suke



tohoku\_univ\_lib

\\Please follow!\\



Intl Student Concierge  
Tohoku University Library

**i** Contact Information  
**Main Counter**  
**022-795-5943**

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

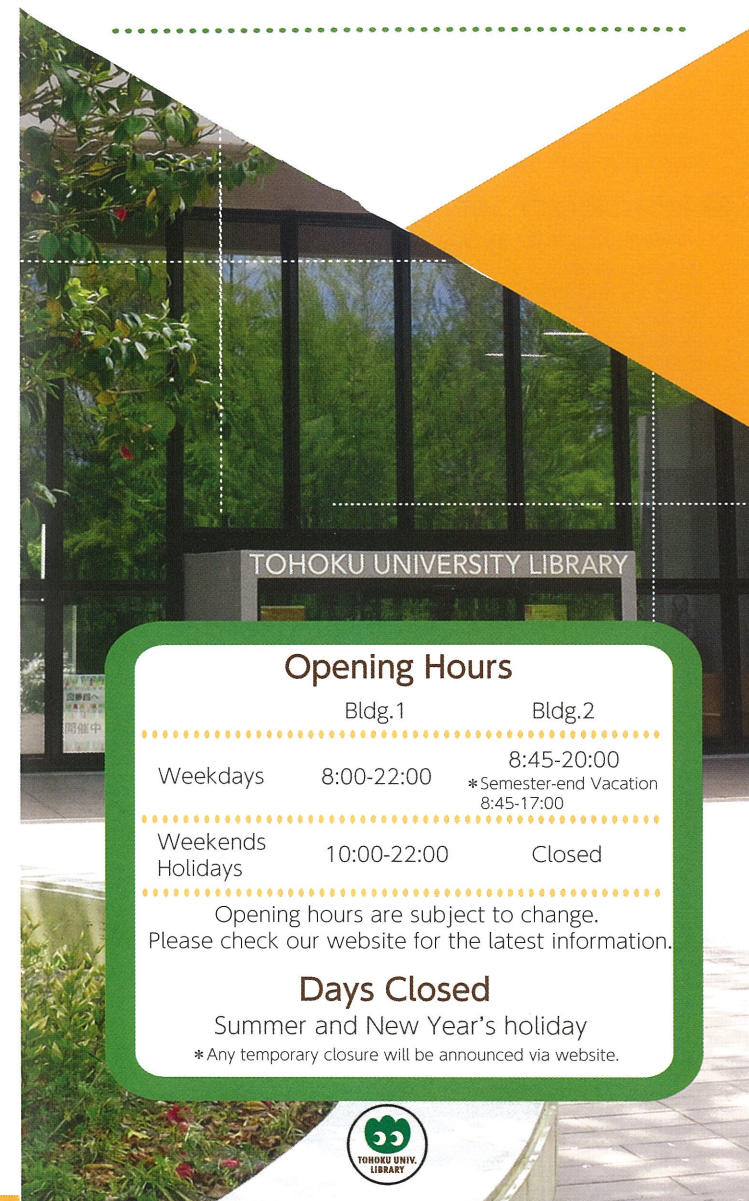
Tohoku University Main Library  
<https://www.library.tohoku.ac.jp>  
Kawauchi 27-1, Aoba Ward, Sendai City 980-8576



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# TOHOKU UNIVERSITY MAIN LIBRARY

# USER'S GUIDE



## Opening Hours

|                      | Bldg.1      | Bldg.2   |
|----------------------|-------------|--|
| Weekdays             | 8:00-22:00  | 8:45-20:00<br>*Semester-end Vacation<br>8:45-17:00 |
| Weekends<br>Holidays | 10:00-22:00 | Closed   |

Opening hours are subject to change.  
Please check our website for the latest information.

## Days Closed

Summer and New Year's holiday  
\* Any temporary closure will be announced via website.





# Floor Guide

Bldg.1 : Books  
Bldg.2 : Journals and periodical publications.

Wireless LAN is available.

Beverages in plastic bottles or other sealed containers can be brought to the reading room.

Please put your phone on silent. When you make a phone, please use the call booth: Entrance/Lounge/Flexible working area

- 1** Counter Service
- 2** Silent Area
- 3** Multipurpose toilet  
Bldg.1 entrance  
Bldg.2 1-2F each
- 4** Drinking & Eating OK

## 1 Reception

- Entry procedure
- Returning the books from the Student Reading Room & Global Learning Room (Others to be returned at the Main Counter)

## 2 Main Counter

- Borrowing and Returning
- Application for the books from the Stack Room
- Application for the Library Card
- Reservation of the facilities in the library

## 3 InterLibrary Services

<Weekdays 9:00-16:30>

- Reference Service
- Receiving and returning materials from other libraries
- Procedures for visiting other academic libraries
- Using microreaders

## 4 International Student Concierge

Give library Instructions and support studies in multiple languages  
\*Available on weekdays Apr.-Jul., Oct.-Jan.

## 5 Group Study Room [4 Rooms]

Group study and online interview are available  
Capacity: ①1~8 people ②③ 1people ④4 people

## 6 Private Reserch Room [4 Rooms]

Available only to faculty members and graduate students  
Capacity : 1person for each room

## 7 Global Learning Room

Online classes and group study are available.

## 8 Multi Purpose Room

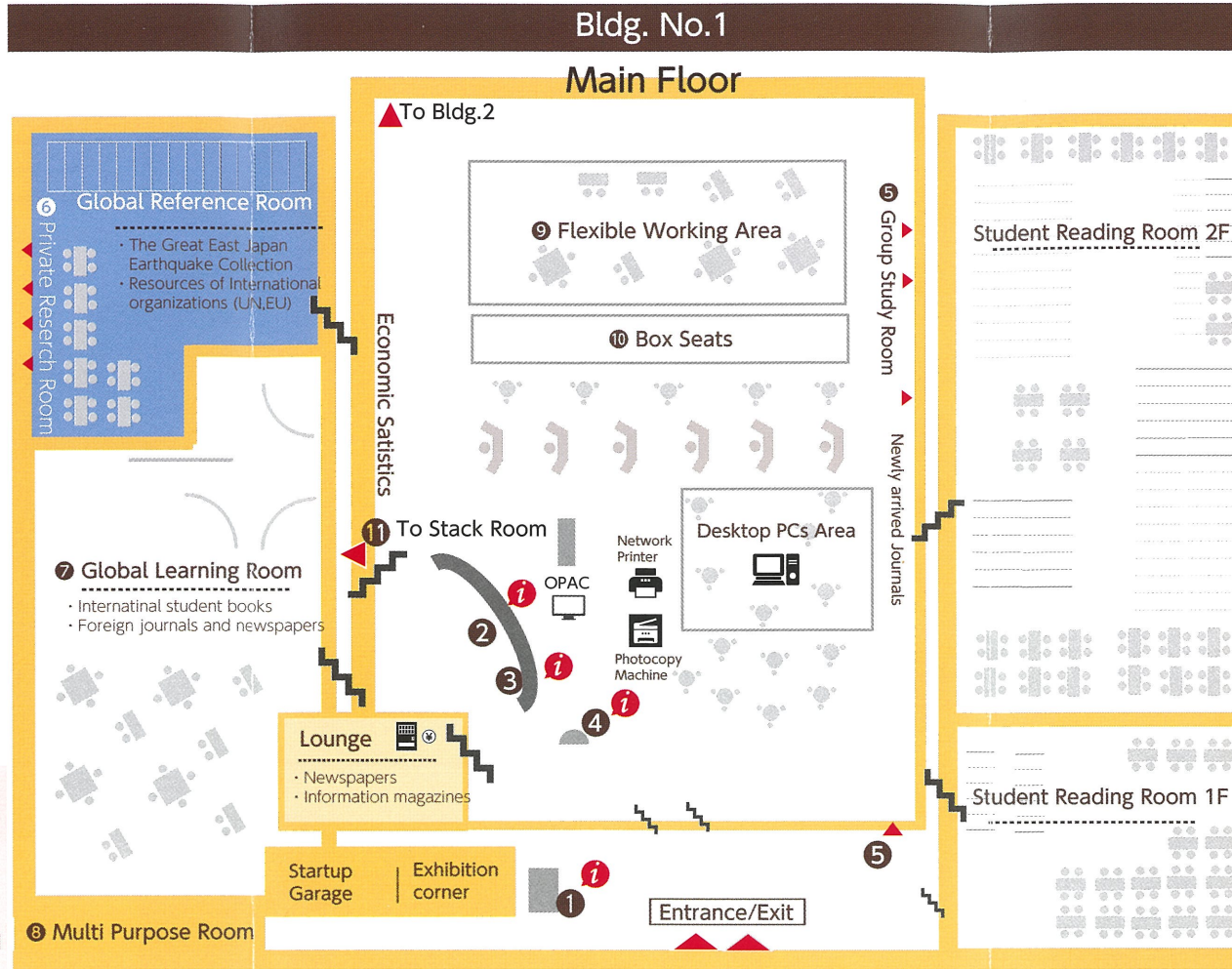
Available only for events such as exhibitions, training, and seminars.

## 9 Flexible Working Area

You can move desks and seats freely and use for group learning.

## 10 Box Seats

Available for group study with 3 to 6 students



In-person or Online conversations available

- Main Floor
- Group Study Room
- Global Learning Room
- Flexible Working Area
- Box Seats
- Lounge
- 2nd floor balcony seating on entrance side

## Bldg. No.2

There are back issues of journals and reduced editions of newspapers. Journals are located in alphabetical order.

- 4F **12** Old and Rare Collection Studing Room
- 3F Bound Journals Cyrillic Journals (Foreign Journals A-Z)
- 2F Bound Journals (Japanese Journals J-Z, Foreign Journals A)
- 1F Bound Journals (Japanese Journals A-I) Economic Statistics etc.

## 12 Old and Rare Collection Reading Room

<Weekdays 9:00-16:30 (12:00-13:00Closed)>

Please enter Bldg. No.2, turn left, and use the elevator at the back of the door.

- Inquiries and Applications for use:
  - Rare Materials
  - Semi- rare Materials
  - Old Books

Please contact us in advance.  
☎ 022-795-5939  
✉ etsu2@grp.tohoku.ac.jp

**5 6 10**  
Reservation required  
(MyLibrary→Facility Reservations)



**7 8 9**  
Reservation form for  
Class or Event Use



## 11 Stack Room

Faculty members, Graduate students, Undergraduate students those who took the "Stack Room Guidance" can enter and browsing. Others, please reach bibliographic data by OPAC, and request to library staff at the Main Counter.

### Stack Room Guidance

Once you attend the guidance, you can enter the stack room and use the materials directly. Please contact the main counter for details.

|     | North - side   | South - side   |
|-----|--|--|
| B1F | Old classification Foreign books<br>China and Korea books etc. | New classification Japanese books(M-U)<br>New classification Foreign books |
| B2F | Old Classification Japanese books                              | New Classification Japanese books(A-K)                                     |

## Equipment Available

**OPAC PC** Main Floor 2PCs/ Student Reeding Room 2F 1PC  
Stack Room 1PC/ Bldg.2 1F 1PC

**Desktop PC** Main Floor 30PCs  
(\*Tohokudai ID\* and password are required for use.)

**Photocopy Machine** 2 machines are on the Main Floor.  
(One of them can be used as a cloud printer.)  
• Only library materials may be photocopied.  
• Fill out the application form when making photocopies.