

## User Card

Student Card / Employee ID Card / Library Card is required to enter the library and borrow books.

## Loan Periods & Numbers

	Student Reading Room Global Learning Room			Stack Room			International Materials and Stats			Bound Journals	
	N.	D.	R.	N.	D.	R.	N.	D.	R.	N.	D.
UG				25		2	2				
GRAD				50			5			5	
Faculty Member	10	3	1	100	6	5	20	1	1	10	1
Emeritus Professor											
Researcher				50			5			5	
Office Staff				25		2	2				

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

\* Materials may be returned to any library in the Tohoku University.  
(Excluding some materials)

### Renewals (Continuation of Borrowing)

You can extend the loan period before expiration.  
(depend on conditions)

Please login to MyLibrary on the library website  
and make a procedure.

### Suspension of Loans & Compensation

- You can't borrow materials for 7 days, when you have an overdue library book for more than 8 days.
- 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 The Great East Japan Earthquake Collection  
Unbound journals Newspapers Rare books Audio-visual materials

## Reservation & Ordering materials

- You can reserve materials on loan. Also can order materials from other campuses.
- Please login to MyLibrary on the library website and make a procedure.

## 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 Tohoku University ID and Password are required.

#### <Services Available>

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

### E-Books / E-Journals

Electronic materials are also available.  
Most of them may be used only in the on-campus network environment, but some may be used outside the campus by your ID.  
For details, please check our website.

## 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

Intl Student Concierge Tohoku University Library

Please follow!

### Contact Information Main Counter

022-795-5943

main-counter@grp.tohoku.ac.jp

Tohoku University Main Library

<http://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	8:45-17:00
Weekends/Holidays	10:00-22:00	Closed

## Days Closed

Summer and New Year's holiday

Users will be notified the most up-to-date library schedule via website, etc.



# Floor Guide

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



Wireless LAN is available.



Only beverages in the bottle with lid are allowed.



You can not use phone in the Library. (except designated areas)

## 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
- Borrowing Equipments
- Reservation of the facilities in the library

## 3 Reference Desk

<Weekdays 8:30-17:00>

- 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.

You can reserve the following places from MyLibrary.

## 5 Group Study Room [4 Rooms]

Capacity: ①12 people ②6 people  
③4 people 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

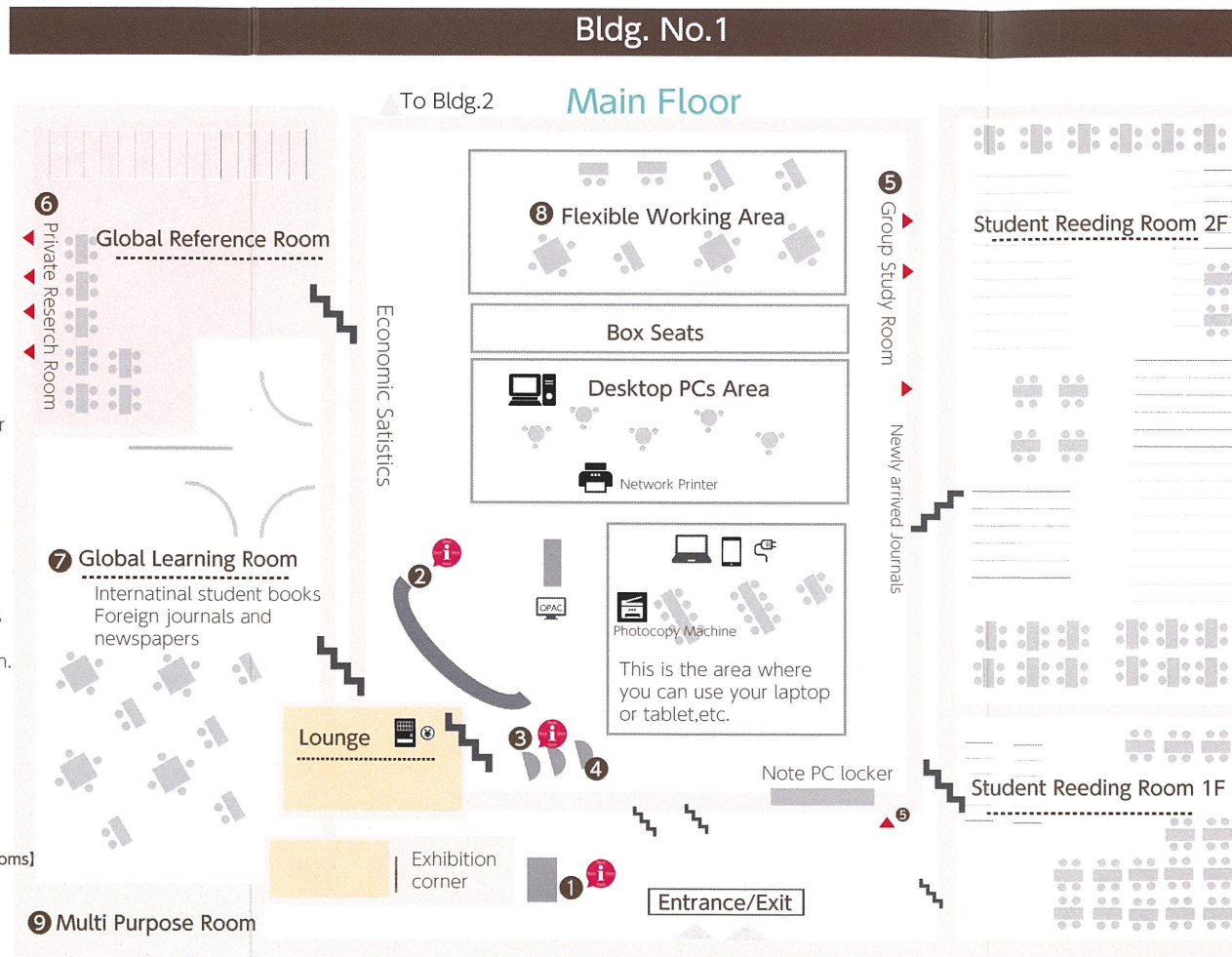
You can use this area for seminars and various events related to global leaning.

## 8 Flexible Working Area

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

## 9 Multi Purpose Room

This room is for exhibitions, seminars and various trainings.



## Bldg. No.1

### Main Floor

## Bldg. No.2

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

4F	10	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.

## 10 Old and Rare Collection Reading Room

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

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

\*Faculty members and graduate students can enter the stack room. For others, please request to the staff.

## BYOD in the Library !

- Campus Wi-Fi is available. \*Registration of sub ID is required.
- Desks for using laptops and tablets are available.
- Electric outlets are around the seats.

You can reserve the following places for group, and can download the application form from the website.

## 7 Global Learning Room

You can use this area for seminars and various events related to global leaning.

## 8 Flexible Working Area

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

## 9 Multi Purpose Room

This room is for exhibitions, seminars and various trainings.

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

## 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** Guidance about usage of the stack room given by the library.

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

## Equipment Available

OPAC PC	Main Floor 2PCs/ Student Reading Room 2F 2PCs Stack Room B2F 1PC/ Bldg.2 1-2F 1PC each
Desktop PC	31PCs (Windows10) For internet connection, To connect to the Internet, Tohoku University ID and Password are required.
Laptop PC	21 PCs(Windows8) are available by self-checkout from the PC locker.
Network Printer	Desktop PCs are connected to the printer and you can print for a fee.
Photocopy Machine	Only library materials can be copied in the range of a copyright.