

## To teachers and staff who are retiring or transferring in March

# Return of borrowed books

The teachers and staff who are retiring or transferring to the other universities in March end, please return the books borrowed from the library before retirement or transfer.

### Description

#### 1. Procedure for return

##### (1) Books borrowed personally (by ID or a library card)

- Return of the books can be made at any libraries in any campuses including Katahira campus. The borrowed books can be checked through “MyLibrary” in the library website. ( <http://www.library.tohoku.ac.jp/en/> ).  
\* <https://opac.library.tohoku.ac.jp/myopac/> Access from portal site can be available.
- Books borrowed before computerization / classical materials / the material borrowed by a request-form should be returned to the library you borrowed.

##### (2) Long-term loan to the faculty laboratory

- Please contact the library of the department. The predefined procedure is requested even if the materials are transferred to the colleague or a successor.
- For transfer the materials to the outside organization, please submit the request form to the Main Library or the library of the department. For the transfer of the materials purchased by Grant-in-aid for Scientific Research (“KAKENHI”), please consult with the library beforehand.

#### 2. Due Date

**March 31, 2020 (Tuesday)**

Please return early if you can. The counter will be crowded towards the end of March, end of the fiscal year.

#### 3. Others

- (1) Teachers who become Professor Emeritus (“Meiyo Kyoju”) can continue using library with the ID of the professor emeritus. For the ID card, please contact the office of general affairs of the department. To continue using borrowed materials, please consult the library for conversion of the loan.
- (2) If you have any question about borrowed books, such as numbers, title, etc., please contact the library of each department.

Contacts:

Main Library	022-795-5943	Medical Library	022-717-7979	Kita-Aobayama Library	022-795-6372
Engineering Library	022-795-4021	Agricultural Library	022-757-4026		

For department libraries, please refer to the website: <http://www.library.tohoku.ac.jp/en/>