

User Card

To enter the library and borrow books, one of the following is required:

- Magnetic ID Card (Student ID, Employee ID, or Library Card)
- Tohoku University App QR Code (Digital Student/Employee ID)
- * Don't lend your ID to others.

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
Teaching Staff A*	10	3		100	6		20	1		10	1
Teaching Staff B*		W	1	50	W		5	W	1		W
Emeritus 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
- Intercampus delivery service
- Interlibrary Loan(ILL)

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 library 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



Intl Student Concierge
Tohoku University Library



Please follow!

Contact Information Main Counter

022-795-5943

main-counter@grp.tohoku.ac.jp

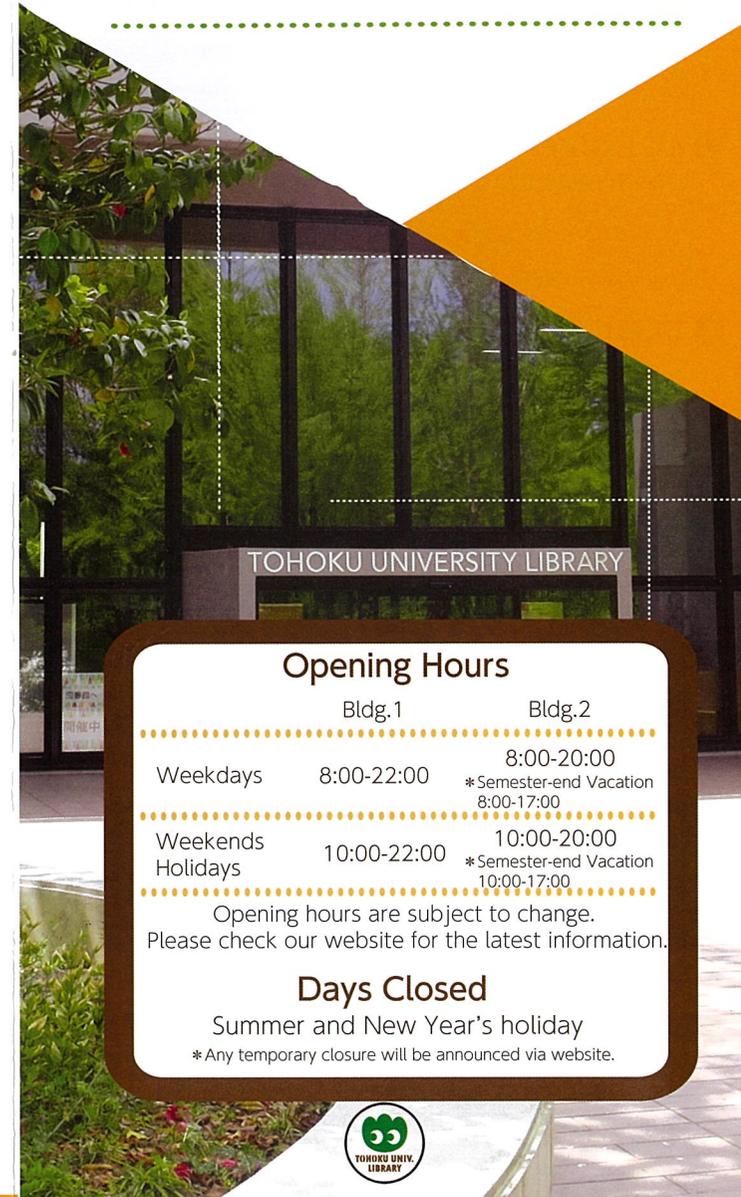
Tohoku University Main Library
https://www.library.tohoku.ac.jp
Kawauchi 27-1, Aoba Ward, Sendai City 980-8576



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TOHOKU UNIVERSITY MAIN LIBRARY

USER'S GUIDE



Opening Hours

	Bldg.1	Bldg.2
Weekdays	8:00-22:00	8:00-20:00 *Semester-end Vacation 8:00-17:00
Weekends Holidays	10:00-22:00	10:00-20:00 *Semester-end Vacation 10:00-17:00

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.

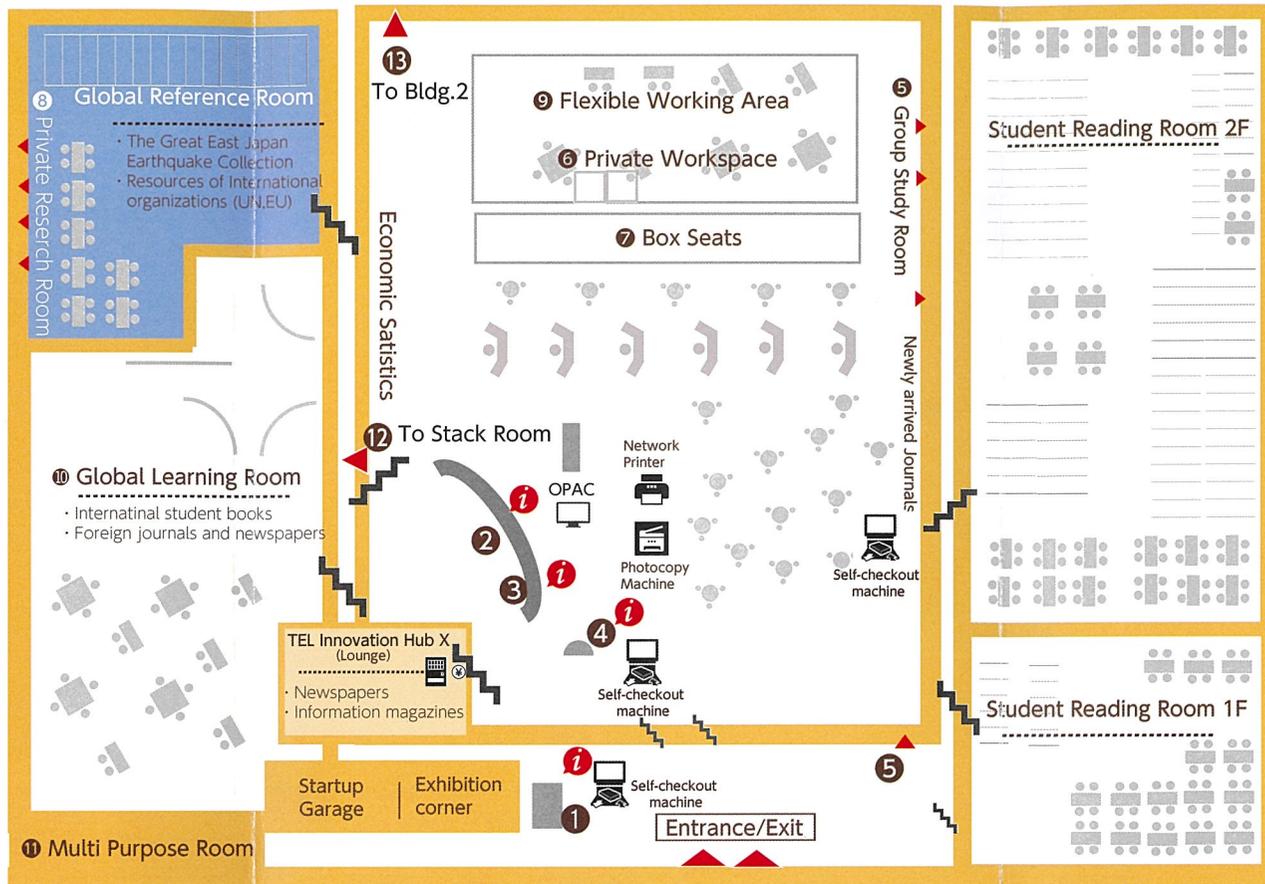


Please put your phone on silent. When you make a phone call, please use the call booth: Entrance/Lounge/Flexible working area

- Counter Service
- Silent Area
- Multipurpose toilet
- Drinking & Eating OK

Bldg. No.1

TEL Innovation Hub X (Main Floor)



1 Reception

• Entry procedure

2 Main Counter

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

3 InterLibrary Services

<Weekdays 9:00-16:30>

- Reference Service
- 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 ②③④1~4 people

6 Private Workspace [2 Rooms]

Online interview are available
Capacity : 1person for each room

7 Box Seats

Available for group study with 2 to 6 students

8 Private Reserch Room [4 Rooms]

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

9 Flexible Working Area

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

10 Global Learning Room

Online classes and group study are available.

11 Multi Purpose Room

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

5678
Reservation Required
(MyLibrary→Facility Reservations)



91011
Reservation Form for Class or Event Use



12 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 Chinese and Korean books etc.	New classification Japanese books(M-U) New classification Foreign books
B2F	Old Classification Japanese books	New Classification Japanese books(A-K)

[In-person or online conversations available]

- TEL Innovation Hub X
 - Main Floor
 - Flexible Working Area
 - Box Seats
 - Lounge
- Group Study Room
- Global Learning Room

Bldg. No.2

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

- 4F **13** Old and Rare Collection Reading Room
- Old and Rare Collection Study 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.

13 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

Equipment Available

OPAC PC

Main Floor 2PCs/ Student Reading Room 2F 1PC
Stack Room 1PC/ Bldg.2 1F 1PC

Self-checkout Machine

3 machines on the Main Floor

Photocopy Machine

2 machines 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.