

Interlibrary Loan

- Materials not on Tsushima campus may be borrowed or gotten photocopy from other libraries. You must pay all the costs. Please request at the Service Desk with the form (Yellow sheet for Borrowing, White triple sheet for Photocopying).
- You can receive photocopy until 5 pm on Mon-Fri at the Service Desk.
- You may go to other libraries and use materials held by them. Please ask us before more than a week you want to go.

Facilities

○Service Desk (1F, Main Bldg)

Please don't hesitate to ask us when you have some questions and troubles.

○PCs (1F, Main Bldg and New Bldg)

To use, your account for the Center for Information Technology and Management network is required. You can use for your learning and research only.

○PCs for the Library Catalog only (1-3F, Main Bldg and 2-4F, New Bldg)

No account is required. Feel free to use.

○Microform Readers (Available until 5 pm on Mon-Fri)

A reservation is required before use. Please ask us.

○Study Rooms, Seminar Rooms (Available 1 hour before of closure)

Available for your learning and research using materials in the Library. You can use for 4 hours. Please ask at the Service Desk with your Student ID Card or Library Card when you want to use.

○Audio Visual Booths (1F, New Bldg / Available 1 hour before of closure)

You can watch LDs, videos and DVDs held by the Library only. Feel free to watch LDs operating controllers. To watch videos and DVDs, please ask at the Service Desk with your Student ID Card or Library Card.

A Guide to Okayama University Central Library

- for Okayama University Students -

Apr 2010 – Mar 2011 edition

3-1-1 Tsushima-Naka Kita-ku Okayama 700-8530

Fax 086-254-6152

URL <http://www.lib.okayama-u.ac.jp/>

**No Food, Beverages, Smoking, Use of Mobile Phones
& Rough Use of Materials in the Library !**

Fold Down Here for Outside !

Library Hours

	Monday – Friday	Saturday & Sunday
Regular	8 : 40 am – 11 : 00 pm *	10 : 00 am – 6 : 00 pm
Intersession	9 : 00 am – 5 : 00 pm Either – 7 : 00 pm	Closed

* **Service desk is closed until 9 am.**

Closing Days

- National Holidays
- August 12 through 16
- December 28 through January 3
- Shelf-Checking Days (Irregular)
- Saturday & Sunday in University's Intersession
- * For details, please check the Library calendar.

Entrance & Exit

- **To enter the Library, your Student ID Card or Library Card is required.**
- You must pass your Card through the reader attached to entrance gate.
- **When you have no Card, please ask at the Service Desk.**
- If the bar attached to exit gate is locked when you exit, please stop and follow our instructions.

Location of Materials

- As stated on another sheet “Library Map”.
- Books are arranged in order of call numbers and serials in order of titles. Please return materials on proper location.
- You cannot go into the Stacks. Please request at the Service Desk with the form (Pink sheet) if you want to use materials in them.

Catalog

1. You can consult Online Public Access Catalog (OPAC) via our web page (<http://www.lib.okayama-u.ac.jp/>) using PCs located in the Library. You can also do out of the University via Internet.
2. Though you cannot find books published before 1990 on OPAC, you may find them on Card Catalogs located on 1F in the New Building.

Circulation

○To Check Out

- You can check out materials up to 10 vols.(Grad student: 15vols)
- Books can be checked out for 2 weeks and serials for 3 days.
- To check out materials, you must present your Student ID Card or Library Card and materials at the Service Desk. Or you may use Automatic Book Circulation (ABC) system in front of the Service Desk with your Student ID Card.
- Materials may be renewed. Please ask at the Service Desk with your Card and materials. We do not take phone renewals.
- If you are a grad student or 4th undergrad student, you may check out another 20 materials. Please ask us in detail.

○Non-Circulating Materials

- a. Rare books (Ikeda Family Collection, etc.)
- b. Reference books (their initials of call numbers are “S” or “B”)
- c. Serials of the latest number.
- d. Serials not in Japanese on 1F in the Main Building.
- e. Some of audio & visual materials
- f. News papers, Doctorial theses, Maps, Standards, etc.

○To Return

- You must put materials on the Service Desk in open hours.
- You can post materials in the Book Post located on the left hand of the Entrance in closing hours only.
- Fragile (CDs, Videos, etc.) must be returned on the Service Desk in open hours.

○Overdue Penalties

- **If you don't return materials by due date, you cannot check out during the term equal to your overdue.**
- If you have lost materials, please don't hesitate to ask us immediately.

Electronic Journals & Databases

- You can use via our web page (<http://www.lib.okayama-u.ac.jp/>) in the University only.
- **Obey the rules on our web page, or everyone in the University may be prohibited from using.**

Photocopy

All the materials are protected by Japanese Copyright Law. You can photocopy less than half of total pages of each material.

a. Pay by a Prepaid Card

You can buy a prepaid card on 1F in the Main Building and the Book Store next to the Library. You can photocopy using it on 1F in the Main Building and the New Building.

b. Pay by Cash

You can photocopy paying by cash on 1F in the Main Building only.