OKAYAMA
UNIVERSITY

Okayama University Library User's Guide

2024

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1 Library Website

https://www.lib.okayama-u.ac.jp/index_e.html

We provide useful information on our library website.

@OkayamaUnivLib

https://twitter.com/OkayamaUnivLib

2 Central Library

■Library Hours

	Mon.-Fri.	Sat./Sun./Holidays
During terms	8:00-23:00	10:00-18:00
During Breaks	9:00-19:00 or 9:00-17:00	Closed

* Closed on the following days: entrance exam days, library reorganization days, end of the year/new year holidays, summer holidays (all offices on campus closed).

■Entrance and Exit

In order to enter the library, you need your Student ID. Scan it at the entrance gate.

You can enter the library, even if you don' t have your Student ID. Please ask a staff at Circulation Desk.

Any materials that are Not properly borrowed will make a beeping sound when you pass through the exit gate. Please follow the instruction of a library staff when the alarm goes off.

■Maximum Number of Borrowed Items and Loan Period

	Maximum Number of Items	Loan Periods for Books	Loan Periods for Periodicals and Visual Aids
Undergraduate Students	10	14 days	3 days
Graduate Students	15	14 days	3 days

■To borrow materials

You need to have your Student ID. You may borrow materials using an Automatic Book Circulation System, or in-person at Circulation Desk.

■Long Term borrowing

You may borrow materials longer during spring, summer and winter breaks. See library announcements for further information.

■To return materials

Please return books to Circulation Desk by the due date. Book Drop is available during the closing hours (exceptions: fragile materials such as CD and DVD). If any materials are overdue, your borrowing privileges will be suspended (i.e. you will not be able to borrow, extend, or reserve materials for the number of days you have exceeded the due date.)

■Reservation and Renewal

You may reserve books and renew loan period using "My Library"(See p.17) found on the library home page. Books can be reserved through "MyLibrary" are limited to those stored in Central Library and Shikata Branch Library.

※Some materials can not be extended.

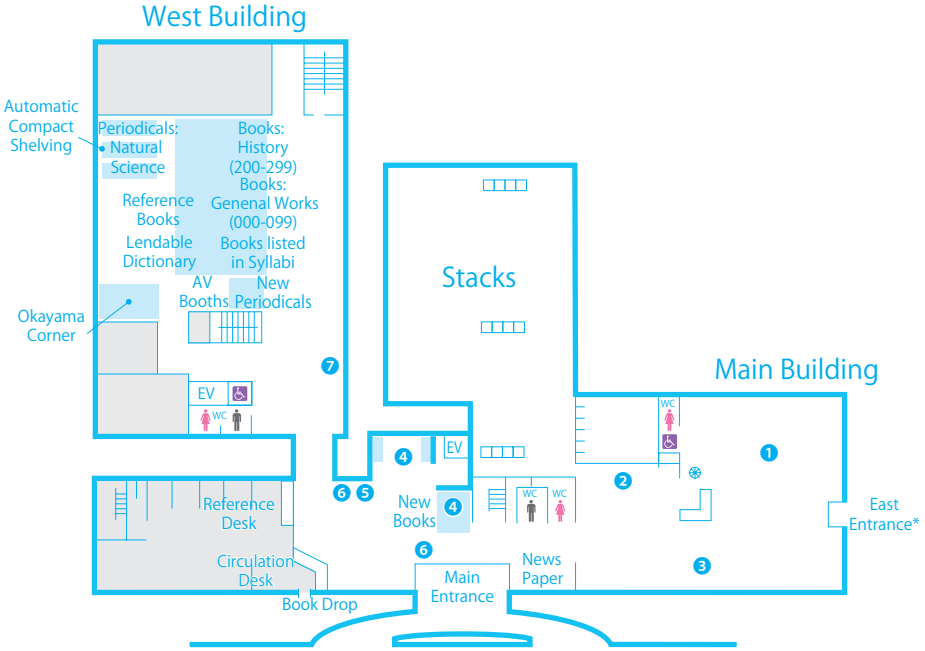
■Books in Stacks

To borrow or read books located in Stacks, inquire at Circulation Desk. They will be ready in the following business day. If it is urgent, please consult a library staff.

If you are a graduate student or a 4th undergraduate student, you can access to Stacks. Please inquire at Circulation Desk.

Central Library Floor Map

<1F>



❶ Learning Commons (Nihonsouken Plaza): A group study space. You may rearrange tables and chairs, and engage in discussions. White boards are available.

❷ Language Learning Space: Resources for language learning are available.

❸ Relaxation Station (Nihonsouken Plaza): A place for relaxation. Vending machines are available.

❹ READ: Materials for light reading are available.

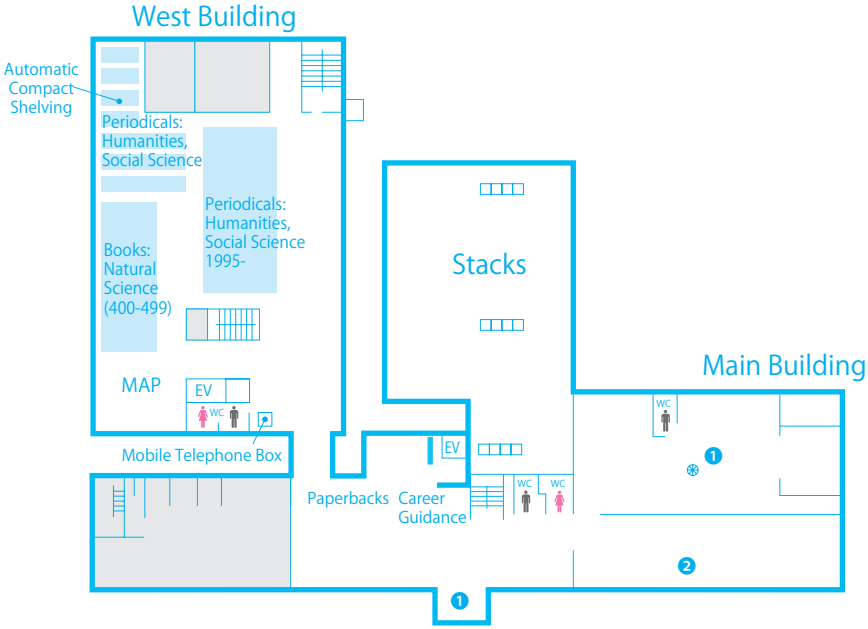
❺ Computer for Library Catalog: Okayama University Library Catalog(Online Public Access Catalog(OPAC)). Used for searching materials available within Okayama University (See p.15).

❻ Automatic Book Circulation System: You may borrow books by scanning the barcode on the sticker.

❼ Photocopying Machines: You may photocopy library materials (by prepaid card or cash or "momoca" (e-money)).
When making photocopies, submit a request form and obey copyright law.
Cloud On-Demand Service is available. For more information, see website of the Okayama Univ. coop (https://www.okadai.coop/copy-print).

Wireless LAN: Available (Okayama University ID is necessary)
*East Entrance is temporarily closed. Use Main Entrance.

<2F>



1 Murata Academia, Murata SQUARE: An area for academic exchanges and exhibits for your intellectual enrichment.

2 Individual Study Area: A study area where you are allowed to use calculators and personal computers.

Wireless LAN: Available (Okayama University ID is necessary)

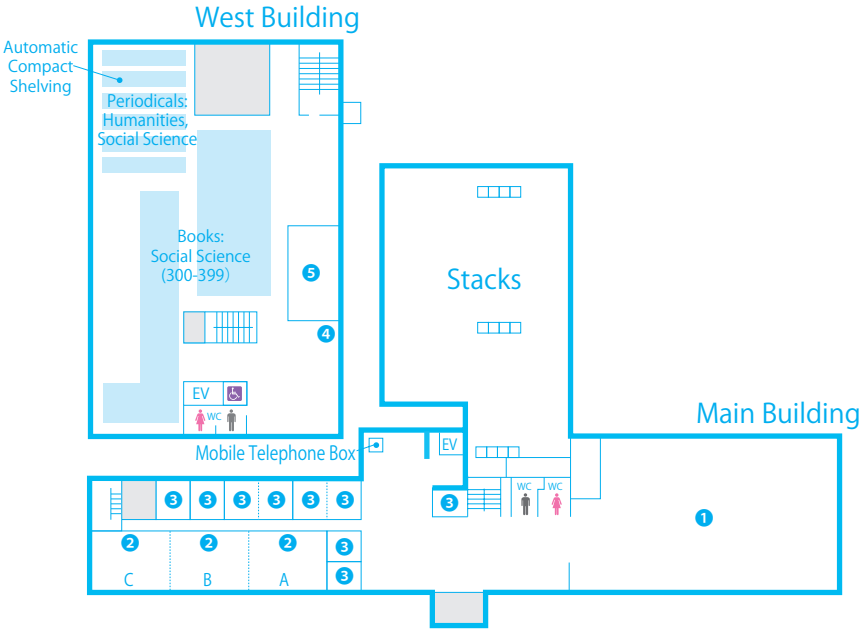
Drinking and Eating in Central Library

Drinking: You may drink water and beverage at any location within the library except for areas near library computers. Use water bottles or tumblers that have a tight lid at all times. You may drink out of open cups and cans only in Relaxation Station and Learning Commons (Nihonsouken Plaza) and Language Learning Space (1F).

Eating: You may not eat at any locations within the library.

Central Library Floor Map

〈3F〉



❶ Silent Zone: Very quiet space for study. Computers and calculators are not allowed in this area.

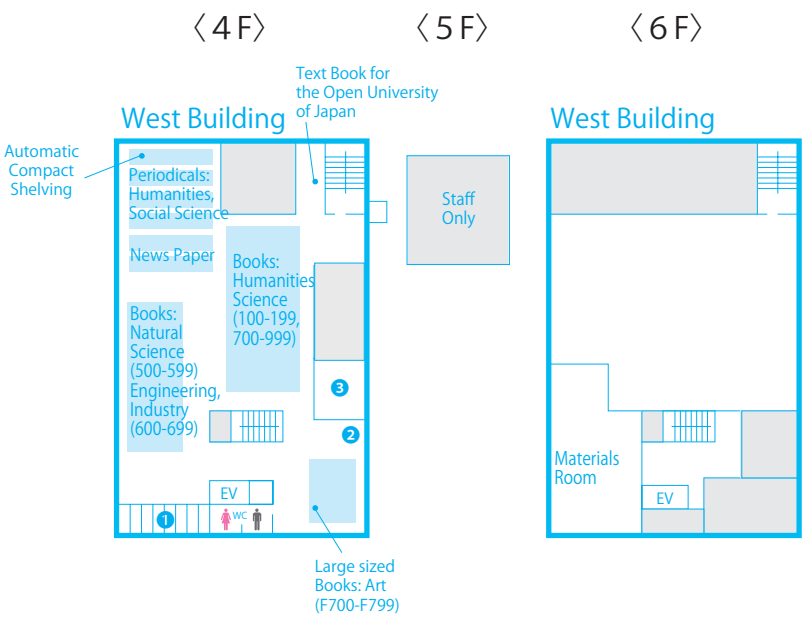
❷ Seminar Room: You may use this space for a variety of events, so long as no class is in session. Make a reservation at Circulation Desk by 17:00 on week days. 3hrs/use. Room A (5-15 people), Room B (5-30 people), Room C (5-30 people).You may also combine rooms as necessary.

❸ Group Study Room: Study space available for groups. Apply to Circulation Desk (Student ID is necessary). 3hrs/use.

❹ Computer for Library Catalog: Okayama University Library Catalog(Online Public Access Catalog(OPAC)). Used for searching materials available within Okayama University (See p.15).

❺ Research Room (Group)2: Study space available for groups. Apply to Circulation Desk (Student ID is necessary). 3hrs/use. 2-12 people.

Wireless LAN: Available (Okayama University ID is necessary)



❶ Research Rooms (Individual): Study rooms available for individual use. Apply to Circulation Desk (Student ID is necessary). 3hrs/use. No advance reservation accepted.

❷ Computer for Library Catalog: Okayama University Library Catalog(Online Public Access Catalog(OPAC)). Used for searching materials available within Okayama University (See p.15).

❸ Research Room (Group)1: Study space available for groups. Apply to Circulation Desk (Student ID is necessary). 3hrs/use. 2-10 people.

WirelessLAN: Available in 4F (Okayama University ID is necessary).

Materials Room (6F of West Building) is open from 9:00 to 17:00 on Monday to Friday.

3 Shikata Branch Library

Library Hours

	Mon.-Fri.	Sat.
During terms	9:00-21:00	10:00-17:00
During Breaks	9:00-17:00	Closed

* Closed on the following days: Sundays, National holidays, library reorganization days, end of the year/new year holidays, summer holidays (all offices on campus closed).
* Students and Faculties belonging to Shikata Campus can use "24-hour Special Use Service" except library reoganization hours (Circulation Desk is closed).

Entrance and Exit

In order to enter the library, you need your Student ID. Scan it at the entrance gate. If you forget your Student ID, stop by at Circulation Desk located near the entrance.

You can enter the library, even If you don't have your Student ID. Please ask a staff at Circulation Desk. Any materials that are Not properly borrowed will make a beeping sound when you pass through the exit gate. Please follow the instruction of a library staff when the alarm goes off.

Maximum Number of Borrowed Items and Loan Period

	Books	Bound Periodicals	Unbound Periodicals	Visual Aids
Loan Periods	14days	7days	1day	3days
Maximum Number of Items	5			

To borrow materials

You need to have your Student ID. You may borrow materials using an Automatic Book Circulation System, or in-person at Circulation Desk.

Long Term borrowing

During spring and summer breaks, you may borrow materials for a longer duration. See library announcements for further information.

To return materials

Please return the books to Circulation Desk by the due date. Book Return Box is available during the Library closing hours(exceptions: fragile materials such as CD and DVD). If any materials are overdue, your borrowing privileges will be suspended (i.e., you will not be able to borrow, extend, or reserve materials for the number of days you have exceeded the due date.)

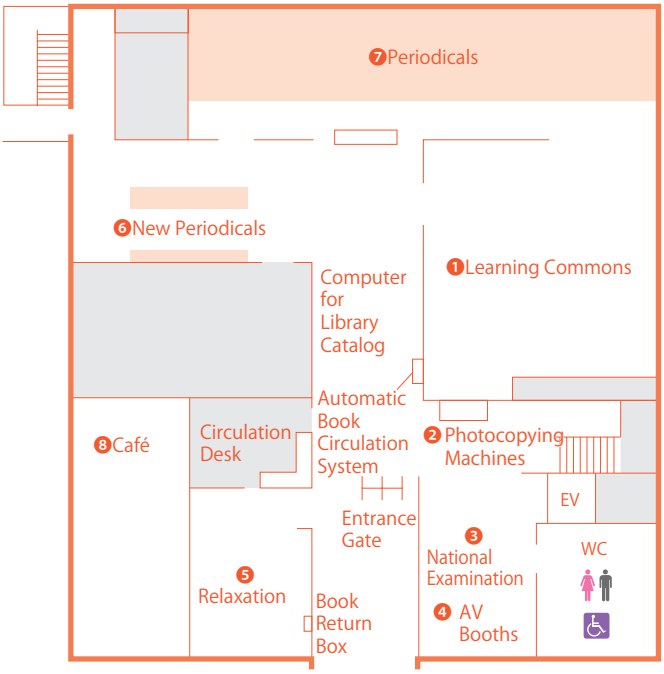
Reservation and Renewal

You may reserve books and renew loan period using "My Library"(See p.17) found on the library home page. Books can be reserved through "MyLibrary" are limited to those stored in Central Library and Shikata branch Library.

*Some materials can not be extended.

Shikata Branch Library Floor Map

<1F>



❶ Learning Commons: A group study space. You may rearrange tables and chairs, and engage in discussions. White boards are available.

❷ Photocopying Machines: You may photocopy library materials (by prepaid card or cash or "momoca"(e-money)). When making photocopies, submit a request form and obey copyright law. Cloud On-Demand Service is available. For more information, see website of the Okayama Univ. coop (https://www.okadai.coop/copy-print) .

❸ National Examination: Collection of Japanese national examination questions are here.

❹ AV Booths: You can use audio visual materials here.

❺ Relaxation: Newspapers and Magazines are here.

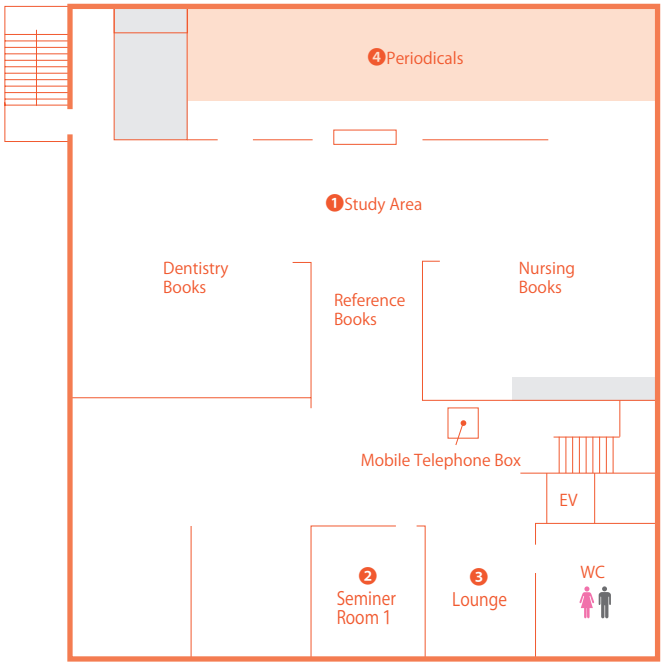
❻ New Periodicals: Current Periodicals are here.

❼ Periodicals: Back issues of Periodicals are here.

❽ Café: ONSAYA COFFEE. Foods and drinks are available.
*You can bring only covered drinks to the library.

Shikata Branch Library Floor Map

〈2F〉



1 Study Area: Dentistry and Nursing books are here.

2 Seminar Room 1: Collaborative learning space. Please inquire at Circulation Desk to use this room for working in a group.

3 Lounge: General books and language books etc. are here.

4 Periodicals: Back issues of periodicals are here.

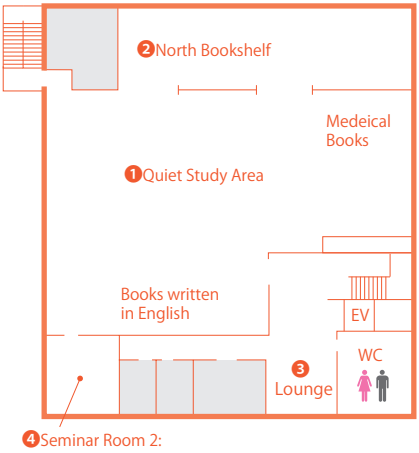
Wireless LAN: Available (Okayama University ID is necessary)

■Drinking and Eating in Shikata Branch Library

Drinking: You may drink at any locations within the library except near computers.
Use water bottles or tumblers that has a tight lid at all times.

Eating: You may not eat at any locations within the library except Café (ONSAYA COFFEE).

〈3F〉



❶ Quiet Study Area:
Medical books are here. This area is quiet and suitable to study alone and silently. Talking and using computers are not allowed here.

❷ North Bookshelf:
Large books are here.

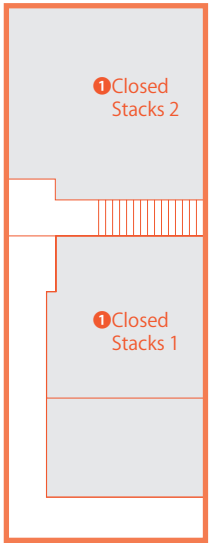
❸ Lounge:
Engineering, industry books etc. are here.

❹ Seminar Room 2:
Collaborative learning space. You can use a white board to work in a group. Please make a reservation at Circulation Desk to use this room.

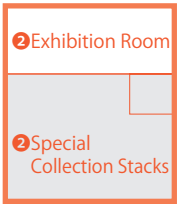
WirelessLAN: Available (Okayama University ID is necessary)

Medical Research Archives

〈1F〉



〈2F〉



❶ Closed Stacks1, 2 :
Back issues of periodicals are here. To use the materials, please inquire at Circulation Desk.

❷ Special Collection Stack: Medical books in Edo-period are here. Please inquire at Circulation Desk to use the materials.

4 IPSR Branch Library
(Institute of Plant Science and Resources, Kurashiki Campus)

Library Hours

Mon.-Fri.	Sat./Sun./Holidays
9:00 - 17:00 (Stacks 9:00-16:45)	Closed

*Closed on the following days: Saturdays, Sundays, National holidays, end of the year/new year holidays, summer holidays (all offices on campus closed)

*24 hour access is available for IPSR Members (Service Counter is closed after 17:00). You need security card to entering Main Building in closed hours.

Entrance and Exit

If you are an IPSR member, you are free to enter the library in opening hours. You need security card to entering Main Building in closed hours.

If you are Non-IPSR members, you need to fill in the application form at the entrance to use the library.

Maximum Number of Borrowed Items and Loan Period(only for IPSR members' service)

	Books	Periodicals
Loan period	14 days	1 day
Maximum Number of Items	5	

To borrow Materials

IPSR member: Write down material information on the circulation note. You cannot borrow some materials like reference-only books.

Non-IPSR members: You cannot borrow library materials directly. You can borrow books (excluding periodicals) using interlibrary loan service (See p.18). Please apply to Central Library or Shikata Branch Library.

❶ Photocopying Machines: You may photocopy library materials with cash. Please have some coins ready. When making photocopies, submit a request form and obey copyright law.
❷ Computer for Library Catalog: Okayama University Library Catalog(Online Public Access Catalog(OPAC)). Used for searching materials available within Okayama University (See p.15).
❸ Computer: A computer is available for educational purpose. Okayama University ID is necessary.

Wireless LAN: Available (Okayama University ID is necessary)

Please inquire at Service Counter for use of special collections or doctoral theses.

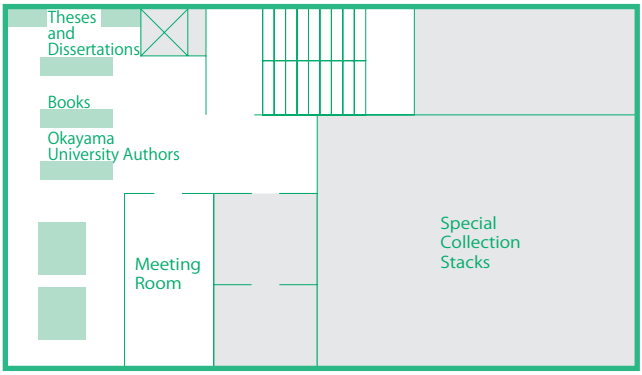
Drinking and Eating in IPSR Branch Library

Drinking: Use water bottles or tumblers that has a tight lid.

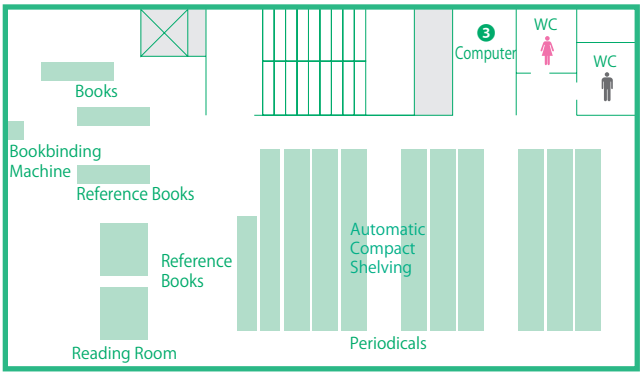
Eating: You may not eat at any locations within the library.

IPSR Branch Library Floor Map

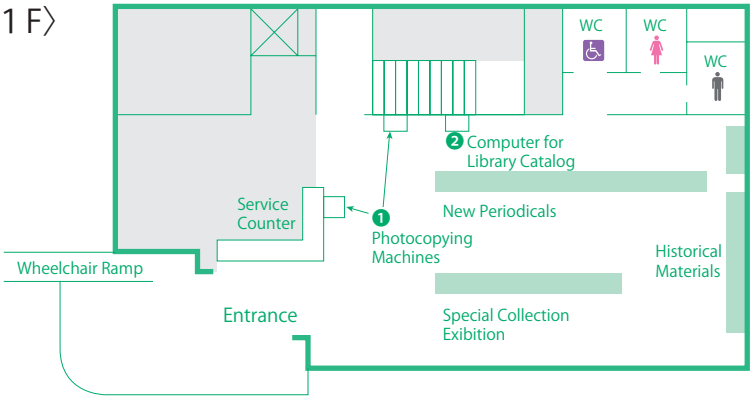
〈3 F〉



〈2 F〉



〈1 F〉

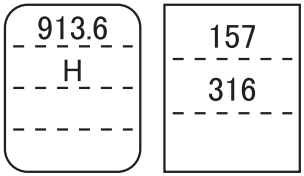


5 How to Find Materials

Browsing Bookshelves

● Books

Library books have call marks (i.e. call numbers) based on the topic of the book. Call marks are found at the bottom of the spine (where you find the title). A call mark often consists of a set of numbers (occasionally) in the first line and an alphabet in the second line. Books are place in the order of the call marks, and within the same number, from A through Z. The alphabet indicates the last name of the author/editor (if there are multiple authors and editors, the last name of the are first author/editor will be used).



* In IPSR Branch Library, Books are placed in numerical order of the first line and within the same number, in numerical order of the second line.

● Periodicals

〈Central Library〉

Natural science periodicals are located on 1F of West Building or in Stacks. Humanities and social science periodicals are located on 2F, 3F, and 4F of West Building. Japanese and foreign periodicals are arranged in alphabetical order of titles, while Chinese periodicals are arranged in the order of how titles are pronounced in Japanese.

〈Shikata Branch Library〉

The location is divided according to years of publication.

〈IPSR Branch Library〉

In the reading room, periodicals are arranged in alphabetical order of titles. In the stacks, they are arranged in call marks (i.e. call numbers), and within the same number, in alphabetical order of titles.

Attention! Libraries do not always have all volumes of periodicals. Please search Okayama University Library Catalog (Online Public Access Catalog (OPAC)) (See p. 15) to check if the libraries have the volume you want.

Searching OPAC

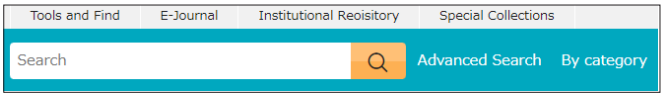
How to use Okayama University Library Catalog(Online Public Access Catalog(OPAC))

❶ Go to the library home page (See p.2).

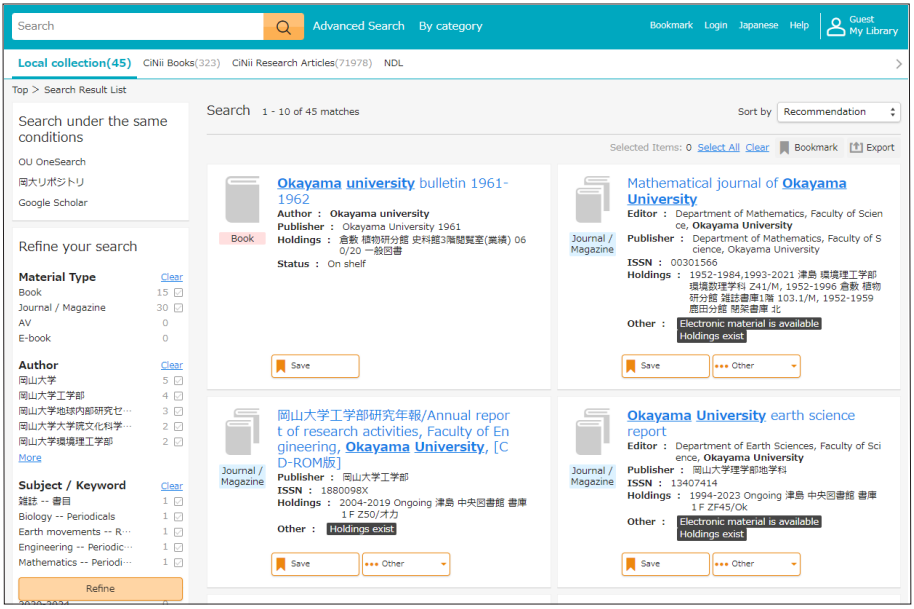
❷ Click on [Library Catalog] tab next to [OU OneSearch], and select “Library Catalog”.

❸ Type some keywords directly in the space next to “Library Catalog” for brief search; or

❹ Click on [Advanced search] to show the page for specifying search conditions.

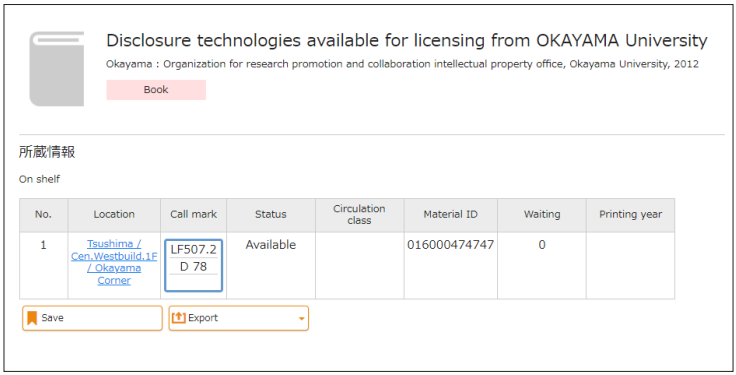


❺ A list of related materials shows up. If you click the title you are interested in, you can see its detailed information.



How to Find Materials

❻ Under “Location”, you will find whether the material is stored in Central Library (i.e. Tsushima) or other libraries (i.e. Shikata or Kurashiki). You will also find the floor information.



❼ Call mark will direct you to the exact location of the book.
See p.14 for further details.
If “Status” is “Available”, you should be able to find the material in the bookshelf. If “Status” is not“Available”, it may be borrowed or reserved.

❽ “Holding volume” shows volumes of the periodical located in each library.
See p.14 for further details.

Attention!

If “Status” is “Laboratory”, ask a library staff to know its detailed location.
If the periodical is held as an electronic journal, you can read it on the Internet via campus network. Visit “E-journals/Books and Databases” on the library home page, and search by its’ title, subject or ISSN/ISBN.

6 My Library

My Library allows you to;

- Renew loan period
- Reserve books that are currently borrowed

How to Log in

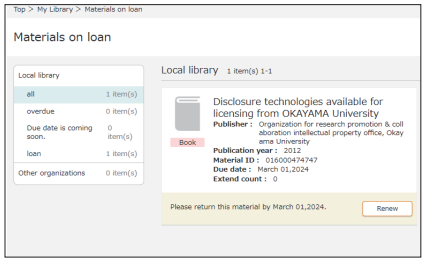
Click the banner labelled "My Library" on the library home page, and log in with your Okayama University ID and password.

*Please be sure to close the browser, since there is no logout button.

How to Renew Loan Period

You can renew the loan period of books once, for two weeks from the date of the procedure. The loan period of the periodicals, materials for lectures, and books someone reserved cannot be renewed.

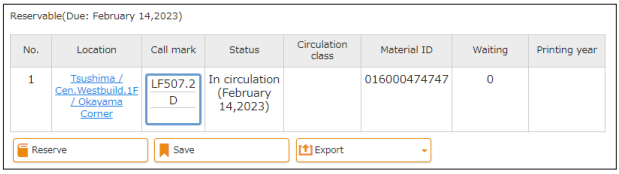
1. Show “Materials on loan” in My Library.
2. Click “Renew” button for the material that you want to renew.



How to Reserve

You can reserve only the books of Central Library and Shikata Bransh Library, up to 5 volumes.

1. Log in to My Library and search Library Catalog. If “Status” is “In Circulation”, someone has borrowed the material(due date is noted). You may reserve the book by clicking “Reserve” button.



2. Check the detail of reservation, and go "Input", "Confirm", and "Complete" page. When we receive the reservation, we'll send an e-mail for confirmation.

3. When the reserved book is ready, we'll send an e-mail. Please come to get the book in a week. After the deadline, the reservation is automatically cancelled.

* Please cancel the reservation promptly when it is unnecessary.

7 Other Services

Reference

If you have trouble using the libraries or how to find materials, please feel free to ask a library staff.

Photocopying Library Materials

When you photocopy library materials, please observe the Copyright Act. Reproduction in libraries is permitted within the following range (Copyright Act, Article 31).

- Library materials only
- Purpose of user's research or study
- A single copy per a single user
- A part of a work that has been made public

<Central Library and Shikata Branch Library>

Please fill out "Photocopy Application Form" near machines before you take a copy.
Please choose machine types according to the way of payment.

a. By cash

Use a coin-operated machine. You cannot change money in the libraries. Please prepare small changes in advance.

b. By prepaid card

Purchase an Okayama University Co-op prepaid card in advance and use a card-operated machine.

c. By momoca (e-money)

<IPSR Branch Library>

Please apply to Service Counter when you use copy machine.

When You don't Find Materials

When the materials you need are not in Okayama University, there are several ways to use them as below.

a. Visit other Libraries

・Public Libraries in Okayama prefecture:

Visit directory.

・University Libraries in Okayama Prefecture:

In many cases, you can use them presenting identity cards such as student ID cards. Please check the Library's web page before you visit.

・ University Libraries outside Okayama Prefecture:

You may need a letter of introduction issued by Okayama University Libraries. Please ask the desk of library of the campus you belong to at least a week before the day you visit.

b. Interlibrary Loan

You can borrow books and get photocopies from other libraries. This is a fee-based service.To request, fill out a form and submit it to the desk of library of the campus you belong to.

Library Guidance & Various Seminars

We hold library guidance such as library tours for new students and various seminars on utilizing databases, searching documents in libraries, and writing reports. You can get more information at the library website as needed.

Wireless LAN

Wireless LAN can be used in the libraries except for some places. For details on how to use and where you can use it, refer to "Using the Wi-Fi- Service" page of Center for Information Technology and Management.
(http://www.okayama-u.ac.jp/user/citm/limiting/eng/service/wlan.html)*
*You can access this website on campus network only.

Lending Laptop Computers(Central Library only)

In Central Library, Laptop Computers lending service is carried out. Please apply to the Circulation Desk.

Request Books

Students of Okayama University can request a book which want to be placed in the libraries. Please request not only learning support books but also extensive liberal arts books which many students can use.

Mutual Return Service

The borrowed books can be returned to either Central Library, Shikata Branch Library (except periodicals, audio materials and interlibrary loan books).

Okayama University Scientific Achievement Repository (OUSAR)

Okayama University Scientific Achievement Repository is a database to preserve and publish the research achievements of members of the Okayama University. You can read various academic papers, doctoral dissertations and research reports free of charge.

Pick up the books of Okayama Prefectural Library (Central Library and Shikata Branch Library)

After you register at the Okayama prefectural library and log in to the internet reservation system, please select Central Library or Shikata Branch Library as a receiving place. You can pick up and return materials of Okayama Prefectural Library at the library which you select.

Contact and Service Hours

Central Library
3-1-1 Tsushima-naka, Kita-ku, Okayama 700-8530 Japan

	Services	Mon. – Fri.	Sat./Sun./Holidays
Circulation Desk (Circulation Section) Tel: +81-86-251-7318 fbe7318@adm.okayama-u.ac.jp	Browsing, Borrowing & Returning	8:00 - 23:00	10:00-18:00
	Use of Facilities	8:00 - 22:00	10:00-17:00
	Get Books in stacks	9:00 – 16:45	———
Reference Desk (Reference Section) Tel: +81-86-251-7322 fbg7322@adm.okayama-u.ac.jp	Reference Service	9:00 - 17:00	———
	Interlibrary Loan		
	Special Collections		

Shikata Branch Library
2-5-1 Shikata-cho, Kita-ku, Okayama 700-8558 Japan

	Services	Mon. – Fri.	Sat.
Circulation Desk (Shikata Branch Library Section) Tel: +81-86-235-7053 fcg7053@adm.okayama-u.ac.jp	Browsing , Borrowing & Returning Use of Facilities	9:00 - 21:00	10:00 - 17:00

IPSR Branch Library
2-20-1 Chuo, Kurashiki, Okayama 710-0046 Japan

	Services	Mon. – Fri.	Sat./Sun./Holidays
Service Counter (IPSR branch library) Tel: +81-86-434-1204 fde1204@adm.okayama-u.ac.jp	Browsing Use of Facilities	9:00 - 17:00	———
	Use of Stacks	9:00 - 16:45	———

- Library Hours change during spring, summer and winter breaks. Besides that, they may occasionally change, please check on library website etc.
- Contact by phone will be accepted from 9:00 – 17:00 on Monday to Friday.

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- You should always carry your valuables.
- Mobile phones should be in silent mode. Talking on the phone is not allowed in libraries. Please talk in mobile phone box or outside the libraries.
- Smoking is prohibited inside the university campuses.