

# Guide to Nagoya University Central Library 2018



*Pagrus major*  
from Ito Keisuke collection "Kinka Gyofu."

## Library Hours

	Weekdays	Weekends & Holidays*
Opening Hours	8:00 – 22:00	8:45 – 22:00
Self-checkout / return machine	8:00 – 21:50	8:45 – 21:50
Borrowing at the Circulation Desk	8:00 – 21:30	8:45 – 21:30
Returning at the Circulation Desk	8:00 – 22:00	8:45 – 22:00
Using library facilities	8:00 – 21:30	8:45 – 21:30
Application for library facilities	8:30 – 17:00	–
Reference / Interlibrary Loan Desk	8:30 – 17:00	–
Support Desk	15:00 – 19:00	–
OPAC	4:30 a.m.-3:00 a.m.	

※Weekends & Holidays : Sat./Sun./Public holidays/Summer holidays (Aug. 13 - 14)

## Library Closing Dates

New Year's period (Dec. 28 – Jan. 4)

Periodic maintenance (Aug. 28)

Planned electrical power cut (Nov. 18)

※Any provisional changes to service hours, closing dates, etc. will be announced on the library bulletin board and on the library website.

## Inquiries (weekdays 8:30–17:00)

General inquiries : Information Desk 052-789-3678  
Inquiry form: <http://www.nul.nagoya-u.ac.jp/inq/inquiry.html>



## Entering the library

Your Student ID card/ Staff ID card/ Central Library card is necessary when you pass through the entrance gate in the library. Those whose ID card doesn't make the gate passable and staff whose ID card is not issued should ask at the Information Desk (weekdays 8:30-17:00). Your ID card is also required when you wish to check out books or use some library facilities.

## Searching for library materials

### Searching for Books & Journals

When you are looking for books and journals, search for their location using Nagoya University's online catalog (OPAC: Online Public Access Catalog). On OPAC, online request services are also available.

**WEB** Nagoya University Library Search (OPAC)  
<http://nagoya-opac.nul.nagoya-u.ac.jp/?lang=english>



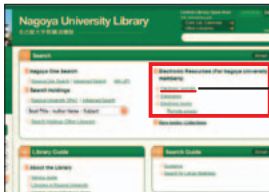
Library services\*:

- Check your borrowing record & reserved items
  - Renew due dates of books
  - Make ILL loan/copy orders
  - Save bookmarks & search criteria
- \*Nagoya University ID and Password is required



### Accessing E-resources

You can access e-resources (i.e. e-journals, e-books, databases) through the Library website. Some e-resources can be accessed off-campus.



### Arrangement of resources

The materials whose location begins with "Cent Lib ..." in OPAC search results are located in the Central Library. We have more than 1.2 million books & periodicals shelved from the basement to the 4th floor of the Central Library.

Floor	Materials
4F	Books for Researchers (Humanities)
3F	Books for Undergraduates / Current Journals
2F	Reference Books / White Papers / Audio-Visual materials / Language Learning materials / Career corner
1F	Books for Researchers (Social Science / Natural Science) / Reference Books
B1F	Journals and Newspapers (Back numbers)

**WEB** Arrangement of Books and Journals  
[http://www.nul.nagoya-u.ac.jp/guide\\_c/index\\_e.html#guide13](http://www.nul.nagoya-u.ac.jp/guide_c/index_e.html#guide13)



## Borrowing books

### Checkout Limits / Loan periods / Renewals (Trial from January 2018)

Resource Type		University members		
		Checkout Limit	Period	Renewals
Books	Books for Undergraduates	10 books	14 days	Up to 2 times
	Books for Researchers	20 books	56 days	Only 1 time
Audio-visual materials		5 sets	14 days	Non-renewable

- Journals, newspapers and some books cannot be borrowed.
- If you return books late, you cannot borrow any books for the number of overdue days.

### Borrowing / Returning

- Student ID / Staff ID card is required to borrow materials.
- Self-checkout machines are available for borrowing and returning book(s).
- When you want to use materials that cannot be borrowed through self-checkout machine (e.g. Audio-Visual materials, Language Learning materials, and so on), please inquire at the Circulation Desk.
- Please put the book into the book drop in front of the entrance when library is closed.

### Renewing

- Renewals can be made before the due date as long as there is no reservation by another user.
  - You can check your borrowing record and renew the due date of the book on OPAC\*.
- \*Nagoya University ID and password is required.

### Reserving (Placing a hold) [Nagoya University ID and Password is required.]

If you want to use a book that is presently 'checked out' on OPAC, you can make a reservation. (Up to 5 each for books for undergraduates / researchers / Audio-visual materials)

 Borrowing books

[http://www.nul.nagoya-u.ac.jp/guide\\_c/index\\_e.html#guide2](http://www.nul.nagoya-u.ac.jp/guide_c/index_e.html#guide2)



## Making copies


### General rules

Under Article 31 of the Copyright Act, photocopying in the library is permitted only for personal study and research purposes.

- You can only take one copy of a part of a work in the library.
- Articles in any issue except the latest one of a journal or newspaper may be copied in its entirety.
- You are not permitted to make photocopies of personal documents such as notebooks, etc.
- Please fill out the 'Application Form of Copy Services' and put it in the box placed near copying machines.

### Photocopies at private / university expense

- **Private expense:** There are two types of photocopy machines: coin-operated and card-operated. Co-op copy cards can be purchased at a vending machine on the 2nd floor.
- **University expense:** When copying by University expense, please offer to the Reference / Interlibrary Loan Desk and obtain a copy card for University expense. (weekdays 8:30-17:00)

 Photocopying

[http://www.nul.nagoya-u.ac.jp/guide\\_c/index\\_e.html#guide9](http://www.nul.nagoya-u.ac.jp/guide_c/index_e.html#guide9)



## Using facilities

### Individual study

Carrel desks(3F, 4F), Research Rooms (4F)\*

\*You can get the key using the key deposit machine (2F) with your ID card.

### Group learning

Learning Commons (2F)\*, Discovery Square (2F)\*, Learning Pods (3F)\*

You can make a discussion here.

\*You may also use projector. Please apply for it using your ID card.

### Using PCs [Nagoya University ID and Password is required.]

• Satellite PC Lab.\* (4F), Seminar Room A\* / B\*, Learning Commons (2F)

You can use the PC connected by the Information Media Studies System.

You may also print out a document with a pre-paid Co-op copy card.

\*Available only when the room is not booked.

• Wireless LAN (nuwnet)

It is possible to connect your own laptop to the Internet via nuwnet.

### Using audio-visual materials / Watching overseas satellite broadcasts

• Audio-visual booths (2F)\*

\*You can get the key using the key deposit machine.

If you watch audio-visual materials in the library, bring the materials and your ID card to the Circulation Desk.

CNNj, BBC, CCTV Daifu and KBS are available.

### Using screen reading software and magnifier

In the "Speaking Room", you can use the PC with screen reading software and the video magnifier.

### Facilities that require booking

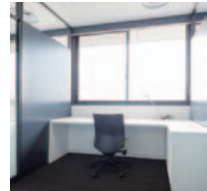
You can book the following facilities at Circulation desk. (weekdays 8:30-17:00)

	Reservation reception time	Eligible person
Satellite PC Lab Seminar Room A / B	From 4 weeks to 3 days (working days) in advance.*	Faculty and staff
Discovery Square	From 4 weeks in advance to on the day of use.* (if non-university members are included, three working days in advance)	Faculty, staff and All students
Learning Pods A / B	From 1 week in advance to on the day of use.	Faculty, staff and All students
Biblio Salon	From 1 year to 2 weeks in advance. ( Use for exhibitions) From 4 weeks to 3 days ( working days) in advance. ( For other uses)	Faculty, staff and All students

\*If you use for class, you can book from one year in advance.

 Facilities in the Central Library

[http://www.nul.nagoya-u.ac.jp/guide\\_c/index\\_e.html#guide10](http://www.nul.nagoya-u.ac.jp/guide_c/index_e.html#guide10)



Research Rooms



Learning Commons



Seminar Room B

## Learning / Research Support

### Reference / Interlibrary Loan Desk (weekdays 8:30-17:00)

Library staffs provide assistance in searching for materials on specific topic or on using electronic resources.

### Support Desk (weekdays 15:00-19:00)

Graduate student staffs provide support on how to use the library and give advice on research, writing reports, etc. (in Japanese, Chinese, or English)

### Guidance & Courses

The library offers guided tours and training courses. For details, please check the library website and notices.

 Reference Service

[http://www.nul.nagoya-u.ac.jp/guide\\_c/index\\_e.html#guide6](http://www.nul.nagoya-u.ac.jp/guide_c/index_e.html#guide6)



## Libraries in Nagoya University (Map & contact information: back cover)

Nagoya University Library consists of the Central Library and over 20 departmental libraries. Please note that borrowing policies and library opening hours differ from library to library. Please visit the departmental library web pages for more information.

 Libraries in Nagoya University

[http://www.nul.nagoya-u.ac.jp/guide/map/index\\_e.html](http://www.nul.nagoya-u.ac.jp/guide/map/index_e.html)



## Ordering from and visiting other libraries

### Borrowing books / Ordering copies: Interlibrary Loan (ILL)

Books may be borrowed from libraries of other universities, as well as public libraries and the National Diet Library. Journals cannot be borrowed.

You can order a copy of an article or part of a book from another library.

Loan/Copy applications can be made on OPAC\*.

\*Nagoya University ID and Password is required.

### Visiting other libraries

Some libraries may require an appointment in advance or/and a letter of introduction to use their library resources. A letter of introduction is issued at the Interlibrary Loan Desk.

Please apply at least one week before the date of visit.

 Interlibrary Loan / Visit

[http://www.nul.nagoya-u.ac.jp/guide/index\\_e.html#guidetoriyose](http://www.nul.nagoya-u.ac.jp/guide/index_e.html#guidetoriyose)



## Notes on using library



### **Please be quiet in the library**

However, it is permitted to have conversations for learning purposes on the 2nd floor and in the Learning Pods on the 3rd floor.




### **No food or drink**

Beverages in securely covered containers are permitted.

The cafe outside the entrance gate can also be used as a space to eat lunch including food brought from outside etc.



### **Do not use mobile phones**

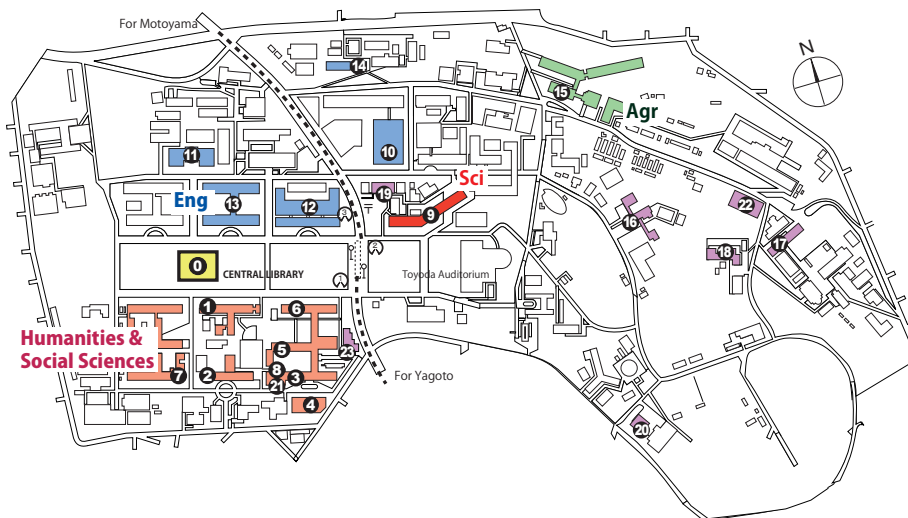
You can use mobile phones only at places with  marks.



### **No smoking**

There are no smoking areas in the library and its surroundings.

# Higashiyama Campus Library Map



## Contact information of libraries

Library, TEL, FAX		Library, TEL, FAX	
<b>Higashiyama Campus</b>			
0	Central Library 052-789-3678 FAX 3694	15 2F	Bioagricultural Library 052-789-4011 FAX 4012
1 1F	Library of Humanities 052-789-2208, 2209 FAX 2666 (Office)	16 1F	Research Institute of Environmental Medicine Library 052-789-3995 FAX 3887
2 1F	School of Education Library 052-789-2608 FAX 2609	17 2F	Library, Solar-Terrestrial Sciences (ISEE Library #1) 052-747-6467 FAX 747-6467
	Affiliated Upper and Lower Secondary Schools Library 052-789-2674 FAX 2696 (Office) Available only for affiliated school students and faculty.	17 2F	Institute of Materials and Systems for Sustainability (in ISEE Library #1) 052-789-4996 FAX 747-6467
3 1F	Law Library 052-789-2318, 2319 FAX 5045	18 2F	Library, Hydrospheric-Atmospheric Sciences (ISEE Library #2) 052-789-3458 FAX 3458
4 1F	Asian Law Library (Branch of Law Library) 052-747-6940 FAX 747-6940	19 3F	Information Technology Center Library 052-789-4360 FAX 4384
5 1F	Economics Library (European Info) 052-789-4922 FAX 2359	20 2F	Research Center of Health, Physical Fitness and Sports Library 052-789-5766 FAX 3957
6 1F	Economic Research Center Library 052-789-2361, 4941 FAX 4942	21	Institute of International Education & Exchange Library 052-789-2198 FAX 5100 (Office 11F)
7 2F	Library of Informatics and Languages 052-789-4730, 4729 FAX 4824	22 1F	Pharmaceutical Sciences Library 052-747-6821 FAX 747-6781
8 4F	Graduate School of International Development Library 052-789-5064, 5065 FAX 5067	23 1F	Gender Research Library
9 1F	Science Library 052-789-2962 FAX 2832		
<b>School of Engineering</b>			
10 1F	Central Engineering Library 052-789-5033 FAX 5160	<b>Tsurumai Campus</b>	
11 2F	Chemical and Biological Library 052-789-3176	Medical Library 052-744-2506, 2509 FAX 744-2511	
12 B1	Electrical and Information Library 052-789-2749	<b>Daiko Campus</b>	
18 1F	Mechanical and Aerospace Library 052-789-3293	(Medical Library) Library of Health Sciences 052-719-1545 FAX 719-1002	
14 1F	Civil Engineering Library 052-789-3566	For information on opening hours and services offered by each library, please see <a href="http://www.nul.nagoya-u.ac.jp/guide/map/index_e.html">http://www.nul.nagoya-u.ac.jp/guide/map/index_e.html</a>	

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(Issued April 1st, 2018)

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