

Guide to Nagoya University Central Library 2016



Badger (*Meles meles*)
Ito Keisuke collection "Kinka Jufu".

Opening Hours

Mon.–Fri. 8:00–22:00

Sat./Sun./Public holidays/Summer holidays (Mid-August)
8:45–22:00

Library Closed

The New Year's period (Dec. 28 – Jan. 4)

Periodic maintenance (Aug. 22)

Planned electrical power cut (Nov. 20)

※ Any provisional changes to service hours, days closed, etc. will be announced on the library notice board and on the library website.

Inquiries (Mon.–Fri. 8:30–17:00)

General inquiries : Information Desk 052-789-3678

Reference, Photocopy
and Interlibrary Loan : Reference & Interlibrary Loan Desk
052-789-3683 (FAX 3694)

Inquiry form: <http://www.nul.nagoya-u.ac.jp/inq/inquiry.html>

http://www.nul.nagoya-u.ac.jp/index_e.html

Entering and exiting the library

A Student ID / Staff ID (an IC or magnetic card) is necessary when using the library.

*If you don't have the above card, please apply for a Central Library Card at the Information Desk (weekdays 8:30 – 17:00).

Entering the Library



Pass the IC chip over the card reader or swipe the magnetic strip.

Exiting the library

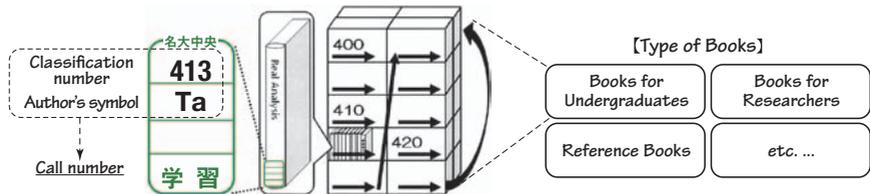


If you have books that have not been checked out, the alarm will go off.

Arrangement of resources

Books

Nagoya University contains about 3.3 million items. Approximately 1.2 million of these are in the Central Library. Books are arranged by call numbers within large groups (types of books). Some materials are only available upon request.



Journals / Newspapers

University bulletins and back numbers of journals are placed on the basement floor, arranged according to their title. Some current journals and today's major domestic newspapers are placed at the browsing room on the 3rd floor.

Other newspapers are placed at the northeast side on the basement floor.

Borrowing books

Number of books allowed / loan periods

Resource Type		Undergraduates		Graduate students / Faculty	
		Number of books	Period	Number of books	Period
Books	Books for Undergraduates	5 books	14 days	5 books	14 days
	Books for Researchers	5 books	14 days	20 books	56 days
Audio-visual materials		1 set for 14 days			

- In case students borrow Books for Undergraduates during vacations, the due date will be extended.
- If you return books late, you cannot borrow any books for the number of days overdue.
- If you have overdue books, you will be reminded by notice, e-mail, telephone, or post.
- Journals, newspapers and some books cannot be borrowed.

Borrowing

Resource type		Borrowing procedure	Service hours
Books	Books for undergraduates Books for researchers	ID card + books ⇒ Self-checkout machine/ Circulation Desk	Open – 30 min. before closing time*
	Language learning materials Books with attached materials	ID card + materials ⇒ Circulation Desk	
Audio-visual materials			

*At the Self-checkout machine: Open – 10 min. before closing time

Renewing

Resource type	Renewal procedure	Service hours
Books	On OPAC* > My Account	7:00 a.m.–3:00 a.m.
	ID card + books ⇒ Circulation Desk	Open – 30 min. before closing time
Audio-visual materials	Cannot be renewed	

- Renewals can be made **only once** before the due date as long as there is no reservation by another user.
- Undergraduates may renew books for researchers up to 2 times.
- You can check your borrowing record and renew the due date of the book on OPAC*.

*Nagoya University ID and password is required.

Returning

Return books at a self-return machine. When you return audio-visual materials, language learning materials, books with attached materials and some books which are not accepted by the machine, please bring them to the Circulation Desk.

Please put the book into the book drop in front of the entrance when library is closed.



Self-checkout machine (L)
Self-return machine (R)

Reserving [\[Nagoya University ID and Password is required.\]](#)

If you want to use a book that is presently 'checked out' on OPAC, you can make a reservation by clicking the 'Reserve' button on the Book Information page. (Up to 2 each for books for undergraduates / researchers / Audio-visual materials)

Using the facilities

When you want to use a facility that requires a booking, please ask at the Circulation Desk

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

- Satellite PC Lab.* (4F), Seminar room A* / B*, Learning Commons (2F)
You can use PCs and pay for printing 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.



Group learning / Individual studying



Learning Commons (2F)*, Discovery square (2F)*, Learning Pods (3F)*, Research Rooms (4F)**

*Projectors are also available. **Get the key using the key deposit machine (2F) with your ID card.

Using audio-visual materials / Watching overseas satellite broadcasts

- Audio-visual booths (2F)* *Get the key using the key deposit machine.
- If you use audio-visual materials in the library, bring the materials and your ID card to the Circulation Desk. CNNj, BBC, CCTV Daifu and KBS can be watched.



Learning / Research Support

Reference Desk (weekdays 8:30–17:00)

Library staff provides assistance in searching materials on a topic or using electronic resources.

Support Desk (weekdays 15:00–19:00)

Graduate student staff provides support on how to use the library and gives 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.

Making copies

Photocopying is limited by the rules of the library and Copyright Law.

General rules

Photocopy in the library is permitted only for the purpose of personal study or research.

- Only a partial copy of library items is permitted (less than half of the total pages of the material).
- 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 provided.

Photocopies at university / private expense

- **University expense:** Fill out the 'Copy Card Application Form' at the Interlibrary Loan Desk and obtain a copy card for public expense. (weekdays 8:30–17:00)
- **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.

Ordering from and visiting other libraries

Books or journals can be used by ordering from or visiting other libraries throughout the world. For more details, please ask at the Interlibrary Loan Desk. (weekdays 8:30–17:00)

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 application 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.

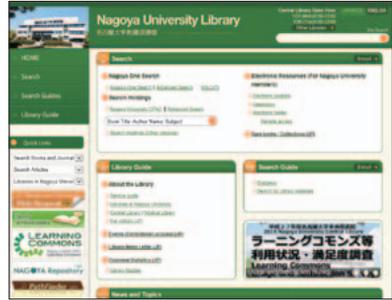
Online services

Library website

http://www.nul.nagoya-u.ac.jp/index_e.html

The library website offers information on how to use the library, such as a library guide, links to online services: e-journals, databases, e-books, and so on.

Please check out news and event updates on the website.



Nagoya University Library Search (OPAC)

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

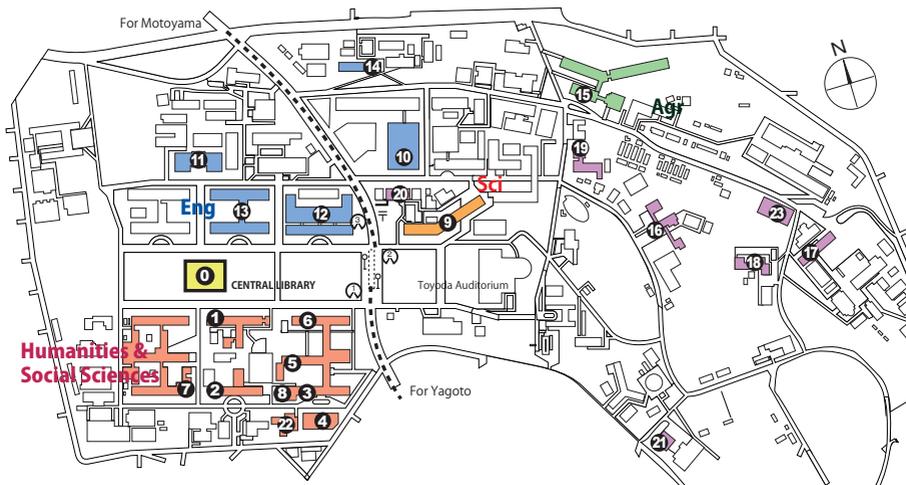
<http://nagoya-opac.nul.nagoya-u.ac.jp/?lang=english>

On OPAC, online request services are also available.

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

Nagoya University Library consists of the Central Library and over 20 departmental libraries. If you want to use a library in a department you are not affiliated to, please contact in advance.

Higashiyama Campus Library Map



Contact information of libraries

Library, TEL, FAX	
Higashiyama Campus	
0	Central Library 052-789-3678 FAX 3694
1 1F	School of Letters Library 052-789-2208, 2209 FAX 2666 (Office)
2 2F	School of Education Library 052-789-2608 FAX 2609
	Affiliated Upper and Lower Secondary Schools Library 052-789-2674 FAX 2696 (Office) ※Available only for affiliated school students and faculty.
3 1F	Law Library 052-789-2318, 2319 FAX 5045
4 1F	Asian Law Library (Branch of Law Library) 052-747-6940 FAX 747-6940
5 1F	Economics Library (European Info) 052-789-4922 FAX 2364
6 1F	Economic Research Center Library 052-789-2361, 4941 FAX 4942
7 2F	Library of Informatics and Languages 052-789-4730, 4729 FAX 4824
8 4F	Graduate School of International Development Library 052-789-5064, 5065 FAX 5067
9 1F	Science Library 052-789-2962 FAX 2832
School of Engineering	
10 1F	Central Engineering Library 052-789-5033 FAX 5160
11 2F	Chemical and Biological Engineering Library 052-789-3176
12 B1	Electrical and Information Engineering Library 052-789-2749
13 1F	Mechanical and Aerospace Engineering Library 052-789-3293
14 1F	Civil Engineering Library 052-789-3566
15 2F	Bioagricultural Library 052-789-4011 FAX 4012

Library, TEL, FAX	
16 1F	Research Institute of Environmental Medicine Library 052-789-3995 FAX 3887
17 2F	Library, Solar-Terrestrial Sciences (ISEE Library #1) (f.k.a. Solar-Terrestrial Environment Laboratory) 052-747-6467 FAX 747-6467
18 2F	Library, Hydrospheric-Atmospheric Sciences (ISEE Library #2) (f.k.a. Hydrospheric Atmospheric Research Center) 052-789-3458 FAX 3458
19 1F	Radioisotope Research Center Library 052-789-2563 FAX 2567 ※Closed until March 31, 2017
20 3F	Information Technology Center Library 052-789-4360 FAX 4384
21 2F	Research Center of Health, Physical Fitness and Sports Library 052-789-5766 FAX 3957
26 1F	Pharmaceutical Sciences Library 052-747-6821 FAX 747-6781

17 2F	Institute of Materials and Systems for Sustainability (in ISEE Library #1) (f.k.a. EcoTopia Science Institute) 052-789-4996 FAX 747-6467
22	Institute of International Education & Exchange Library 052-789-2198 FAX 5100 (Office 1F)

Tsurumai Campus	
Medical Library 052-744-2506, 2509 FAX 744-2511	
Daiko Campus	
(Medical Library) Library of Health Sciences 052-719-1545 FAX 719-1002	

- For information on opening hours and services offered by each library, please see http://www.nul.nagoya-u.ac.jp/guide/map/index_e.html

Guide to Nagoya University Central Library
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Nagoya University Library B3-2 (790) Furo-cho, Chikusa-ku, Nagoya 464-8601