Guide to Nagoya University Central Library 2016

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

Badger (Meles meles)
Ito Keisuke collection “Kinka Jufi”.

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

<table>
<thead>
<tr>
<th>Resource Type</th>
<th>Undergraduates</th>
<th>Graduate students / Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of books</td>
<td>Period</td>
</tr>
<tr>
<td>Books</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books for Undergraduates</td>
<td>5 books</td>
<td>14 days</td>
</tr>
<tr>
<td>Books for Researchers</td>
<td>5 books</td>
<td>14 days</td>
</tr>
<tr>
<td>Audio-visual materials</td>
<td>1 set for 14 days</td>
<td></td>
</tr>
</tbody>
</table>

• 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

<table>
<thead>
<tr>
<th>Resource type</th>
<th>Borrowing procedure</th>
<th>Service hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>ID card + books ∈ Self-checkout machine / Circulation Desk</td>
<td>Open - 30 min. before closing time*</td>
</tr>
<tr>
<td>Books for undergraduates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books for researchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language learning materials</td>
<td>ID card + materials ∈ Circulation Desk</td>
<td></td>
</tr>
<tr>
<td>Books with attached materials</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Renewing

<table>
<thead>
<tr>
<th>Resource type</th>
<th>Renewal procedure</th>
<th>Service hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>On OPAC* &gt; My Account 7:00 a.m.-3:00 a.m.</td>
<td></td>
</tr>
<tr>
<td>ID card + books ∈ Circulation Desk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio-visual materials</td>
<td>Cannot be renewed</td>
<td></td>
</tr>
</tbody>
</table>

- 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.

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

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.