

Guide to Yokohama National University Libraries (for Students & Faculty)



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0. LIBRARY HOURS & SERVICE HOURS

The Yokohama National University Library consists of Central Library located at the center of campus, Science and Technology Library on the west side of campus, and Social Science Library located in the Research Building of the Faculty of Economics.

(1) Central Library

Open Hours	During School Session	During Recess	Weekend/Holiday*
Open Shelves Floor	8:40-21:45	8:40-17:00	9:30-16:30
Media Hall	8:40-17:00	8:40-17:00	9:30-16:00
shoca. (café)	10:00-19:00	11:00-15:00	×
1 st Floor Entrance Information Lounge Media Booths	8:40-20:00	8:40-17:00	×
Stack Room	8:40-21:00	8:40-17:00	9:30-16:00
Working Studios	8:40-21:00	8:40-16:10	9:30-16:10

Open Hours	During School Session	During Recess	Weekend/Holiday*
Reference Help	8:40-17:00	8:40-17:00	×
Letters of Introduction	8:40-17:00	8:40-17:00	×
Interlibrary Loans & Returns	8:40-17:00	8:40-17:00	×
Learning Advisors (Study Help)	16:00-18:00	×	×

* Only during school session.

Issue Date: February 1, 2013

YNU Library

(2) Science & Technology Library

The two-story Science & Technology Library sits on the west side of YNU campus and holds primarily academic journals in science and engineering fields. Copies of past entrance exams to Graduate Schools of Engineering, Institute of Environment & Information Sciences, and Institute of Urban Innovation are held here, too.

Any member of the YNU community can use this library. Please be aware, however, that Open Hours are different from those of the Central Library.

Open Hours	During School Session	During Recess	Weekend/Holiday*
Science & Technology Library	9:00-21:45	9:00-17:00	13:30-16:30

You can check out and return books, copy documents and use PCs of Information Technology Service Center. Wireless LAN (Wi-Fi) is available in the reading hall in front of the PC Space on the 1st.

* Only during school session.

(3) Social Science Library

Social Science Library is located on the 2nd floor of Research Building of Faculty of Economics Building One. Its holdings consist primarily of academic journals in social science fields, which are stored in the stacks. There is no library staff working in this library. A special card key is required for access. Card keys may be borrowed at the following counters.

9:00-17:00	Center for Economic and Social Studies in Asia (next door to Social Science Library)
8:40-21:30	Central Library Main Counter

Please be aware that Open hours of Social Science Library are different from those of Central Library.

Open Hours	During School Session	During Recess	Weekend/Holiday*
Social Science Library	9:00-21:45	9:00-17:00	Closed*

* Only during school session.

* Graduate students and faculty can use the Library on Saturday, 11:00-15:00.

For more information, contact:

■ Central Library

Main Counter: Tel: 045-339-3219 / E-mail: libmain@ynu.ac.jp

Reference Desk: Tel: 045-339-3217 / E-mail: libref@ynu.ac.jp

■ Science & Technology Library: Tel: 045-339-3231

■ Library Website: <http://www.lib.ynu.ac.jp/>

■ Mobile Website: <http://opac.lib.ynu.ac.jp/mobile/>

1. LIBRARY ACCESS

Central Library houses 800,000 books, 1,100-seat Reading Areas, and approximately 100 computer terminals. The great majority of the books are freely accessible.



You need the library card ([back side of the Student ID card or the Faculty ID card](#)) to enter the Library. Just hold the Library Card so that barcode faces **ID Reader**, wait for flapper to open, and proceed.

If you try to walk through before flapper opens, the sensor detects it and **an alarm will sound**. Make sure sensor is not covered by your body, bag or umbrella.

*** You must use your own card to enter the Library!!**

If you forget your card, go to the Main Counter and apply for a special permission.



*** You may find ID reader a little bit cranky!** Do not hold card too close to reader. Instead, hold card about 5 mm from reader and slightly move it to & fro and up & down.

2. FINDING MATERIALS

(1) In the Stacks

What are stacks?

Stacks are shelves where books are lined up and kept.

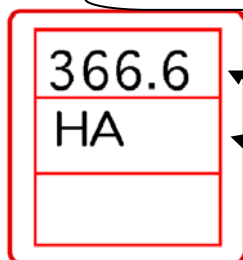
Book Labels

Library books all have a label that looks like this example toward the bottom of the spine.

What is a call number?

Combination of numbers and letters on a book label.

Call Number = Classification Code + Author Code



Classification Code

Author Code

All the books in the Library are sorted in the order of Call Numbers.



Books and journals are organized in order from left to right, top to bottom.

Once you reach the bottom, numbering picks up again at the top of the right shelf. When you reach the end of the rightmost shelf, numbering continues on to the shelf behind it or on the shelf behind your back.

* Journals & magazines have no labels.

Japanese journals/magazines are sorted in order of Japanese syllabary, a-i-u-e-o. Japanese journals/magazines whose titles begin with a Roman letter (letter in the alphabet) are grouped before the hiragana あ/a and placed in order of the alphabet.

* Japanese journals/magazines are organized by Title, exclusive of quarterlies, monthlies and weeklies.

Western journals/magazines are organized in order of the alphabet.

* Titles are organized without articles such as “the”.

(2)Searching OPAC

What is OPAC?

Online Public Access Catalog

Through OPAC, books, journals, AV materials, and electronic journals in YNU's collection can be searched, 24 hours a day, from anywhere in the world.

http://opac.lib.ynu.ac.jp/opc/index_detail.html

The screenshot shows the 'Yokohama National University Library's OPAC web Service' interface. At the top, there are navigation links: 'Simple Condition Search', 'Detail Condition Search', 'Newly-arrived book', 'Newly-arrived magazine', 'Magazine List', 'Electronic Journal Title List', 'Lending ranking', 'My Library Login', and 'FAQ'. The main section is titled 'Detailed Condition Search' and contains a form with the following fields and options:

- Material Type: ☒ All (Except Serial(no volume)) ☐ Book ☐ Serial ☐ Electronic journal ☐ Electronic book ☐ Feature article
- Language: ☒ All ☐ Japanese ☐ Other
- Campus: ☒ All ☐ Univ. Library ☐ Center for International Trade Studies
- Title Word:
- Full Title:
- Author:
- Publisher:
- Publication Year: ~
- ISBN / ISSN:
- NCID:
- Book ID:
- Subject:
- Call no:
- Language:
- Location:
- Sort: / Ascending order 20 records per page.

At the bottom of the form are 'Search' and 'Clear' buttons. Below the form, it states: 'Also valid at Webcat Plus search.'

You can search books and journals/magazines by Title, Author and others.

Tip!

Chances of hits will increase dramatically if you break up Japanese titles into smaller elements. Use a space between family name and given name for Author.

Results of Matching search

Material type: All, Language type: Other, Author: Haruki Murakami

20 record(s) hit. Books(20)

1

1. [1Q84](#) / Haruki Murakami ; translated from the Japanese by Jay Rubin and Philip Gabriel ; : hbk. -- 1st ed. -- Alfred A. Knopf, 2011. [Cent Lib]
2. [Dance dance dance : a novel](#) / by Haruki Murakami ; translated by Alfred Birnbaum. -- 1st ed. -- Kodansha International. [Cent Lib]
3. [The elephant vanishes](#) / stories by Haruki Murakami ; translated from the Japanese by Alfred Birnbaum and Jay Rubin. -- A. A. Knopf : Distributed by Random House, 1993. [Research Room]
4. [Hard-boiled wonderland and the end of the world : a novel](#) / by Haruki Murakami ; translated by Alfred Birnbaum. -- 1st ed. -- Kodansha International. [Research Room]
5. [Hard-boiled wonderland and the end of the world : a novel](#) / Haruki Murakami ; translated by Alfred Birnbaum ; : pbk. -- Vintage Books, 1993. -- (Vintage international Lib Stack)
6. [Hear the wind sing](#) / Haruki Murakami ; translated by Alfred Birnbaum. -- Kodansha, 1987.2. -- (Kodansha English library ; 26). [Cent Lib]
7. [New Japanese voices : the best contemporary fiction from Japan](#) / edited by Helen Mitsios ; introduction by Jay McInerney ; : pbk. -- Atlantic Monthly Press, c1993. [Lib Stack]
8. [Norwegian wood](#) / Haruki Murakami ; translated by Alfred Birnbaum ; 1 ; 2. -- Kodansha, 1989. -- (Kodansha English library ; 51-52). [Cent Lib]
9. [The Oxford book of Japanese short stories](#) / edited by Theodore W. Goossen. -- Oxford University Press, 1997. -- (Oxford paperbacks). [Cent Lib]
10. [Pinball, 1973](#) / Haruki Murakami ; translated by Alfred Birnbaum. -- Kodansha, 1985. -- (Kodansha English library ; 12). [Cent Lib]
11. [Rashômon and seventeen other stories](#) / Ryûnosuke Akutagawa ; selected and translated with notes by Jay Rubin ; with an introduction by Haruki Murakami. -- Penguin Books, 2006. -- (Penguin classics). [Cent Lib]
12. [Read real Japanese essays : contemporary writings by popular authors](#) / edited by Janet Ashby ; narrated by Reiko Matsunaga. -- Kodansha International, 2008. [Cent Lib]

A return screen after you entered “Haruki Murakami” for Author and did a search. Items in blue indicate book titles.

Books Bibliographic Information

[1 / 20] [Back to List](#)



1Q84 / Haruki Murakami ; translated from the Japanese by Jay Rubin and Philip Gabriel

Edition : 1st ed
Publication : New York : Alfred A. Knopf , 2011
Physical Desc : 925 p. ; 24 cm
Volumes : : hbk
ISBN : 9780307593313(: hbk) 
Author Link : [*村上, 春樹\(1949-\)](#) || [ムラカミ, ハルキ](#) <DA00365644>
[Rubin, Jay, 1941-](#) <DA02805715>
[Gabriel, Philip, 1953-](#) <DA17113191>
NCID : BB07230327

[detail](#)

WebCat Plus of NII can be searched with the same search condition

[ILL Order](#) [Webcat Plus Search](#) [Webcat Search](#) [KL-NET Search](#)

Holding List

Holding Volumes	Location	Call Number	Book ID	Status(WL) Due date	Reservat
: hbk	Cent Lib - 3F Book Reading Room	913.3 MU	12537738	Loanable	

This is the detailed screen you get after clicking a title. The top half contains information on the publication and the bottom half contains information on location of the book (where it is stored) and check-out status. Jot down the location and call number, and be on your way!

* When the publication is located outside of Library, such as a lab, consult Reference Desk.

3. USING YNU LIBRARY (Check-Outs, Renewals, Reservations)

(1) Checking Out Books

Use Automated Check-Out Stations to check out books.



* The following items cannot be checked out at Automated Check-Out Stations. Go to Main Counter for assistance.

- Materials stored in stacks and have no barcode.
- Materials that contain extra materials such as CDs.

Number of books that can be checked out and the length of time:

Status	Borrowing Limit	Loan Period
Undergraduates (excluding seniors)	10 items	14 days
Seniors/Research Students	10 items	31 days
Graduate Students/Faculty	15 items	62 days

* Borrowers are responsible for returning books by the due date.

If you do not return books by the due date, your borrowing privilege will be suspended for equal number of days that lapse from due date till books are returned.

Books can also be renewed at Automated Check-Out Stations (see next page for more detail).

(2) Renewals

Books can be renewed **once** if they are not overdue and if no one has recalled them. To renew, use Automated Check-Out Stations or go to [My Library](#).

What is My Library?

You can renew books, put books checked out by others on recall, use inter-library loan services and make reservations for Library facilities (e.g., Working Studio) online by going to My Library.

The screenshot shows the YNU Library website interface. At the top, there are tabs for 'Japanese' and 'English'. The main header includes the 'YNU Library' logo and navigation links for 'Home', 'Access', and 'Contact'. Below the header, there are three main sections: 'Search & Find', 'User's Guide', and 'Collections'. The 'Search & Find' section features a large image of a person sitting at a table in a library, followed by an OPAC search box with a '検索' (Search) button and a link to 'OPAC Detailed Condition Search'. The 'User's Guide' section has a 'ニュース & インフォメーション' (News & Information) section with a list of recent news items. The 'Collections' section includes a 'Central Library Calendar' for January and February 2013, with a legend for closing days. At the bottom right, the 'My Library Login' section is circled in red, showing fields for 'Card ID' and 'Password', and a 'ログイン' (Login) button. Below the login section is a link to 'My Library Help'.

Go to Library website (<http://www.lib.ynu.ac.jp/>) and look for My Library Login below Calendar on the right.

For Card ID, use the barcode number on Library Card. The default password is the last 8-digits of Card Number.

e.g., If Card Number is 1100099999, its password is 00099999.

* If you forget your password after you change it, request a re-issuance of a password at Main Counter.

Theme select

default

kaleidoscope

panama

(7 themes)

Menu

Recommend or request books
Selective Dissemination
Information
Lending ranking
FAQ
Facilities reservation(Working studio)
Facilities reservation(Information lounge)

Lending and reservation

Confirm

Inter Library (photocopy / Loan) Request

ILL Request

User information

User information change

Password change

For teacher

Facilities reservation(Information lounge)

Facilities reservation(Media Hall)

For management

Your lending list

<input checked="" type="checkbox"/>	Title / Author	Location	Book ID	Volume	Call No	Lending state[Due date]	[Reserve number] / Note
	世界の食料ムダ捨て事情 / トリストラム・スチュアート著 ; 中村友訳	中央図3F-図書	12521075		611.3 ST	一般貸出【2013/04/05】	
<input type="checkbox"/>	図書館資料の共同保存をめぐる : 現状と展望 : 第5回資料保存シンポジウム講演集 / 国立国会図書館編	中央図3F-図書	10010271		014.6 KO	一般貸出【2013/04/16】	
<input type="checkbox"/>	電子ジャーナルで図書館が変わる / 土屋俊 [ほか] 著	中央図3F-図書	11371808		014.75 TU	一般貸出【2013/04/16】	
<input type="checkbox"/>	電子図書館と電子ジャーナル : 学術コミュニケーションはどう変わるか / 根岸正光 [ほか] 著	中央図3F-図書	11508344		014.75 NE	一般貸出【2013/04/16】	
	変わりゆく大学図書館 / 逸村裕, 竹内比呂也編	中央図3F-図書	11655271		017.7 IT	一般貸出【2013/04/16】	
	学術情報流通とオープンアクセス / 倉田敬子著	中央図3F-図書	11955532		007.5 KU	一般貸出【2013/04/16】	
<input type="checkbox"/>	ブックビジネス2.0 : ウェブ時代の新しい本の生態系 / 岡本真, 仲俣暁生編著	中央図3F-図書	12385495		023.04 OK	一般貸出【2013/04/16】	

to lending extend screen

Renew checked books.

After logging in, click Confirm under “Lending and reservation” and check the box next to the book titles that you want to renew.

Books that have already been renewed and books that are being recalled do not have the check box, as these cannot be renewed. Make sure to return them by the due date.

Click to lending extend screen at bottom of the screen and click Renew.

* Simply clicking lending extend screen does not renew the book(s)!!

(3) Returning Books

Drop books in the white box on Main Counter or into the Book Return Bin outside Library entrance. You can return books checked out of Central Library in Science & Technology Library and vice versa.



(4) Reservation

When an item you would like to borrow is checked out, you can request through OPAC that the item be held for you when returned. You will receive an email notice that the item has been returned and that you can come and pick it up.

Yokohama National University Library's OPAC web Service

Simple Condition Search | Detail Condition Search | Newly-arrived book | Newly-arrived magazine | Magazine List | Electronic Journal Title List | Lending ranking | My Library Login | FAQ

Books Bibliographic Information

Social capitalism : a study of Christian democracy and the welfare state / Kees van Kersbergen

Publication: London ; New York : Routledge , 1995
 Physical Desc: xii, 289 p. ; 23 cm
 ISBN: 0415116708
 Author Link: [Kersbergen, Kees van, 1958-](#) <DA1308792X>
 NCID: BA2602364X

detail

WebCat Plus of NII can be searched with the same search conditions
 ILL Order Webcat Plus Search Webcat Search KL-NET Search

Holding List

Holding numbers	Location	Call Number	Book ID	Status(WL) Due date	Reservation
	Cent Lib - BF/1F Stack Room	364.023 KE	10240964	Checked out 2012/03/28	reserve

Click the reserve button to open My Library page. Enter your Card Number and Password to log in.

横浜国立大学附属図書館
My Library ユーザー認証画面

カード番号とパスワードを入力してログインボタンを押してください。
Enter your User ID and Password.

カード番号 :
 Card ID :
 パスワード :
 Password :

[ログイン](#) [クリア](#)

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このサービスは、「横浜国立大学附属図書館図書利用カード」をお持ちの方を対象としています。
 カード番号とパスワードについてはこちら(学内限定)をご覧ください。
 詳しいサービス内容や操作方法についてはヘルプをご参照ください。

不正利用防止のため、利用後は必ず「ログアウト」を押して終了してください。

The message “Do you reserve as follows?” and a book title appears. If this is what you want to borrow, click “reserve.”

4. USING LIBRARY FACILITIES

Central Library not just boasts open stacks that affords easy access to books and journals, or Reading Areas for students to read and study as they like, but also makes available to YNU members various facilities and equipment.

(1) Using Personal Computers

In the PC Plaza on the 2nd and 3rd floors of Central Library, the Information Technology Service Center maintains PCs for use by everyone, to surf the Internet, to email, to use word processing programs, create spread sheets and prepare presentations.



There are 65 PCs on the 2nd floor and 16 PCs on the 3rd floor. Multipurpose printers are located only on the 2nd floor.

If you are having trouble with computers and other equipment, or if you have questions about how to use them, seek help from the **Help Desk** staff at PC Plaza located on the 2nd floor. When no staff is available, you can pick up the phone on the Help Desk, which connects you directly to Information Technology Service Center, and direct your questions there.

When using your own laptop, wireless LAN (Wi-Fi) is available in the following locations:

1st Floor: Information Lounge, Café, Media Hall

2nd Floor: Refresh Room, Working Studio 201-203

3rd Floor: Panorama Reading Room, Working Studio 301-304

Science & Technology Library: Reading hall in front of the PC Space on the 1st Floor

For information on how to use wireless LAN (Wi-Fi), go to webpage below or ask at Information Technology Service Center.

http://www.itsc.ynu.ac.jp/gakunai/network/wireless_lan.html

Information Technology Service Center Network Staff : 045-339-4391

(2) Working Studios, Media Booths

These are group study rooms. There are three Working Studios on the 2nd floor and four on the 3rd floor, all of which are partitioned by glass panels. You can engage in discussions and projects without worrying about the noise you create. In every room is one or more computers maintained by Information and Technology Service Center that can be used to access the Internet and e-mail. A white board is also provided for your convenience.



Furthermore, these rooms can be used for video and DVD viewing by groups and for holding meetings by various student circles.

If you wish to use Working Studios, apply on My Library or at Central Library Main Counter on the 2nd floor. Reservations can be made for the same day to end of the following month.

There are six group study rooms called Media Booths on the 1st floor. Media Booths are always open and available to anybody, so you can use them any time without a reservation.

(3) Information Lounge



Information Lounge is a space next to the café on the 1st floor, complete with hardwood floor. You can not only eat and drink things purchased at the café, but also use this space for group study or to access the web over Wi-Fi.

This Lounge makes for an ideal exhibition space for senior-year projects and works by student circles. Just apply on My Library to

use this space for this purpose.

(4) Café

Central Library 1st floor is home to “[shoca](#).”, a café joint run by YNU CO-OP. Here you can take a break from studying while enjoying drinks and light meals. (No food from outside is allowed!!)



Wi-Fi is available so you can surf the web here, too.

(5) Media Hall

The Media Hall is a space with stadium-style seating on the 1st floor of Central Library.



Those wishing to use this hall for lectures and/or guest speakers will need to apply on My Library in advance. Reservations are accepted 3 months to one week prior to the planned event (only YNU faculty members are eligible).

Wi-Fi is available in the Hall.

(6) Refresh Room

Refresh Room is where people can relax, where newspapers and travel guides are found. Since the room is designed so that a minimal amount of noise leaks outside, you can casually chat inside.



On the inside of the Library entrance gate, this is the only room where you can bring in beverages in capped containers such as PET bottles (**food is strictly forbidden**). There are three computers that are maintained by Information and Technology Service Center. Laptop users can take advantage of the Wi-Fi network as well.

(7) The AV Area



YNU Library's holding are not limited to books and journals. A large number of AV materials, including movies in DVD/ VHS formats and music on CDs, are available.

Although AV materials cannot be checked out, they can be played in the AV Area located on the 3rd floor of Central Library as well as in Working Studios.

Find materials you want to watch or listen to from OPAC and/or movie collection list, and apply at Main Counter. Viewing AV materials brought in from outside is also permitted.

5. USING EXTERNAL RESOURCES (Interlibrary Loans/Visits to Other Libraries)

(1) Requesting Materials from an Outside Library

- 1 - Interlibrary Loans for no fee (only with public libraries in Kanagawa Prefecture)

As YNU Library is dedicated to learning and research, its collection includes very few novels and business books. Those kind of items are more often found in public libraries rather than university libraries.

As long as an item is located in any public library in Kanagawa Prefecture, it can be requested for a free delivery. **It takes 2 to 3 weeks for requested materials to arrive.** Materials can be picked up or returned between the hours of 8:40 and 17:00 on weekdays.

If OPAC search returns no matches within YNU, click KL-NET Search.

Yokohama National University Library's OPAC web Service

Simple Condition Search | Detail Condition Search | Newly-arrived book | Newly-arrived magazine | Magazine List | Electronic Journal Title List | Lending ranking | My Library
login | FAQ

Results of Matching search

Material type: All, Language type: All, Title: 体脂肪計タニタの社員食堂

No matches found.

- Choose other keywords.
- [HELP](#)

[Return to TOP](#)

WebCat Plus of NII can be searched with the same search conditions

[Webcat Plus search](#) [Webcat search](#) [KL-NET Search](#)

神奈川県立の図書館OPAC (蔵書検索・横断検索)
 神奈川県立図書館・県立川崎図書館の蔵書検索 / 県内公共図書館等の横断検索

▶ [図書館トップページ](#) ▶ [検索の手引き](#)

[お知らせ](#) [詳細検索](#) [分類検索](#) [横断検索](#) [新着資料](#) [ボタン式](#)

横断検索ヒット件数表示

図書館名称	取得数	ヒット数	ステータス
かながわ女性センター図書館	0件	0件	正常終了
県立の図書館 (図書)	1件	1件	正常終了
県立の図書館 (雑誌)	0件	0件	正常終了
県政情報センター	0件	0件	正常終了
横浜国立大学附属図書館 (詳細表示はできません)	0件	0件	正常終了
愛川町図書館 (図書)	2件	2件	正常終了
愛川町図書館 (雑誌)	0件	0件	正常終了
綾瀬市立図書館 (図書)	2件	2件	正常終了
綾瀬市立図書館 (雑誌)	0件	0件	正常終了
伊勢原市立図書館 (図書)	2件	2件	正常終了
伊勢原市立図書館 (雑誌)	0件	0件	正常終了
海老名市立図書館 (A書) (詳細表示はできません) (図書)	2件	2件	正常終了
海老名市立図書館 (A書) (詳細表示はできません) (雑誌)	0件	0件	正常終了
小田原市立の図書館	1件	2件	正常終了
清川町図書館	2件	2件	正常終了
相模原市の図書館	2件	2件	正常終了
座間市立図書館 (図書)	2件	2件	正常終了
座間市立図書館 (雑誌)	0件	0件	正常終了

Screen will display the holding status of public libraries in Kanagawa with respect to the item you are looking for.

Items in the possession of a library in the prefecture that are available for loan can be requested for delivery.

Fill out the ILL (Interlibrary Loan) Request Form located at Main Counter and hand it to Main Counter staff.

If you have applied for online use of ILL, it is also possible to request materials on My Library.

– 2 – Requesting Materials from Other Libraries (for a fee)

When YNU does not have an item you need in its possession, you can request it from other libraries. Once you confirm on OPAC YNU does not have the item, fill out necessary information on ILL (Interlibrary Loan)

Request Form located at Main Counter and hand it to Main Counter staff.

If you have applied for online use of ILL, you can request materials on My Library as well.

To borrow items this way, you need to pay the round-trip postage at cost (approximately ¥1,000 - ¥1,500), payable at the time you return the material. It takes about one week for requested materials to arrive.

Materials can be picked up or returned between the hours of 8:40 and 17:00 on weekdays.

– 3 – Requesting Copies of Papers, Dissertations, etc., from Other Libraries (for a fee)

You cannot request journals from other libraries, but you can request that literatures you need be photocopied within the boundary of copyright law and sent to you. Once you confirm on OPAC YNU does not have the item, fill out necessary information on ILL (Interlibrary Loan) Request Form located at Main Counter and hand it to Main Counter staff.

If you have applied for online use of ILL, you can request materials on My Library as well.

To request items this way, you need to pay for photocopying (approximately ¥35 - ¥40/copy) and the round-trip postage at cost.

Materials can be picked up and payment can also be made between the hours of 8:40 and 17:00 on weekdays.

* **Order Forms to use Online ILL** are available at Central Library Main Counter or on the web. Fill in the necessary information and submit, and you will be able to request material(s) on My Library after 5:00 p.m. on the following weekday.

(2) Visiting Other Libraries

All public libraries are accessible to anyone, but to visit other university libraries you would almost always need a letter of introduction.

- Issuing a letter of introduction takes 1-2 days. Request one at Reference Desk by **at least 2-3 days before** the date you wish to make a visit.

- If a university is a member of the Consortium of University Libraries in Yokohama Municipality, you can visit and use its library with just your student ID. To find out details about the library use policies of each university, refer to Consortium brochures or visit its website:

<http://ccs.tsurumi-u.ac.jp/bungakubu/201104/index.html>

- Some university libraries allow access to visitors with a KULC*-issued common library card. You can apply for this card at the Reference Desk. To find out details about the library use policies of each university, visit KULC website:

<http://www.kulc.net/gaiyo/kulc-list.htm>

* Kanagawa Region University Library Cooperation Organization

6. SEARCHING FOR INFORMATION/STUDY HELP

(1) Reference Desk

Reference Desk offers assistance ranging from how to use the Library to research in general, to bibliographical and holdings research for books and journals (“reference service”).

If you can’t find a book you’re looking for, have questions about how to use electronic journals/databases, or find yourself at a loss not knowing how to look for information, simply let us know. (Weekdays 8:40 – 17:00)

(2) Guidance, Workshops

-- 1 – Periodic Workshops

Central Library holds regular Library workshops in spring. You can learn how to look for books and journals, how to write papers, how to use databases, etc. Minimum number of participants required: 1.

For more details, look for posters and fliers in the Library.

-- 2 – Workshops Coming to Class

By request from faculty, guidance on library use is provided in one class session. The venue and content will be decided on in consultation with the faculty member.

Please inquire at Reference Desk about how to apply for this service.

-- 3 – Learning Advisors

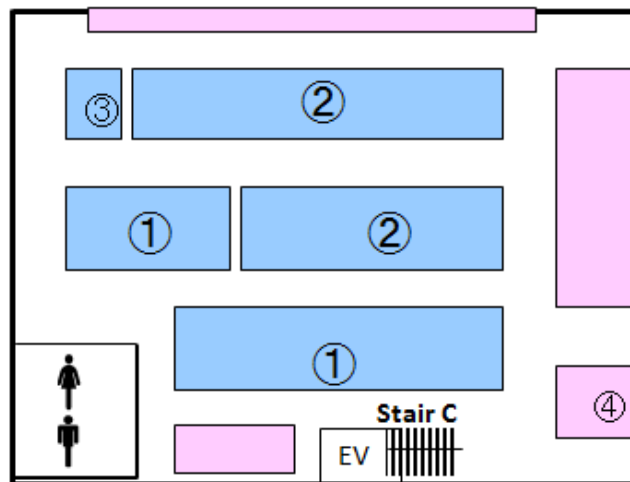
Every weekday between 16:00 and 18:00 during school session, learning advisors are standing by in the dedicated space in front of Refresh Room to offer help. You can ask graduate students in their specialized field how to write papers and how to find materials needed for study.



7. CENTRY LIBRARY FLOOR PLAN

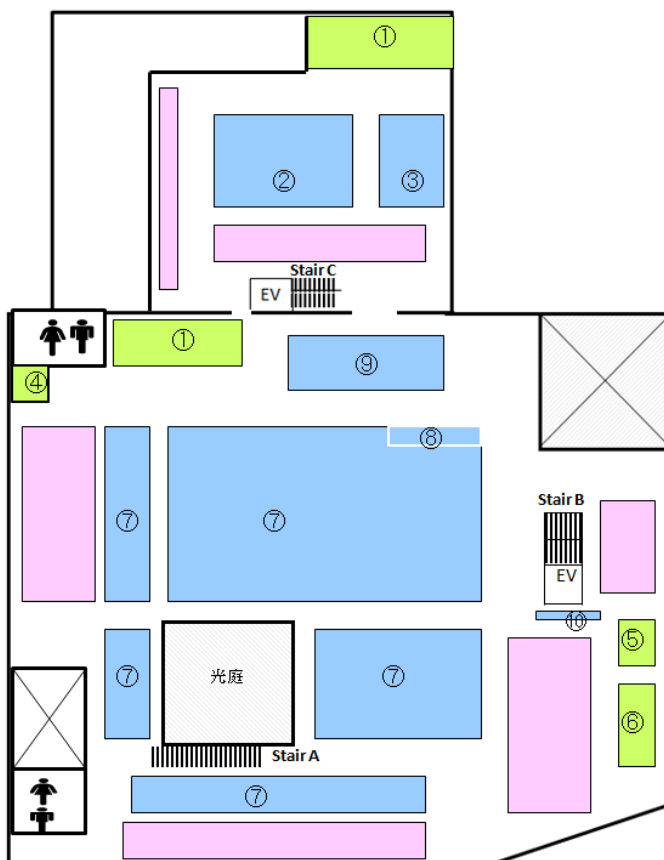
4TH FLOOR

- ① Japanese Journals
Reading Area す(su) - わ(wa)
- ② University Bulletins
- ③ Newspapers (monthly reduced edition)
- ④ Reserved for Professors Emeriti



3RD FLOOR

- ① Working Studios (p.13)
- ② Japanese Journals Reading Area あ(a) - し(shi)
- ③ Current Journals
- ④ Mobile Phone Corner
- ⑤ AV Area (p.15)
- ⑥ PC Plaza (p.12)
- ⑦ Book Reading Room
- ⑧ International Exchange Section
- ⑨ Large Books Section
- ⑩ Shinsho Section



2ND FLOOR

- ① Main Counter
- ② Reference Desk (p.18)
- ③ OPAC Terminals (p.6)
- ④ Learning Advisors (p.18)
- ⑤ Refresh Room (p.15)
- ⑥ Media Hall (P.14)
(Entrance is on the 1st floor)
- ⑦ Working Studios (p.13)
- ⑧ Reference Materials
- ⑨ Copy Machines
- ⑩ Art Books
- ⑪ Research by our University
- ⑫ PC Plaza (p.12)
- ⑬ Yearbooks, Statistics, White Papers

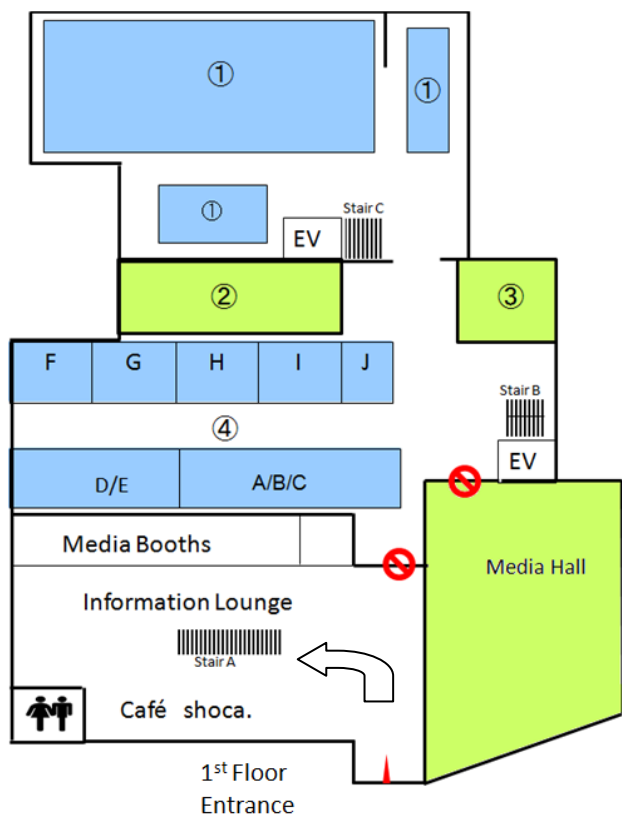


1ST FLOOR

- ① 1st Floor Stacks Call Nos. 000-335.19
- ② Special Collections Room (Off Limits)
- ③ Microforms Room (Off Limits)
- ④ Moving Shelves

A/B/C: Foreign Journals

D/E: Call Nos. 800-999



- * Use Stair C, not Stair B, to go to BF Stacks
- * You cannot go directly from Moving Shelves to Media Hall or Information Lounge.
- * **You cannot exit outside from stack rooms!!**
- * To go to Entrance Gate from 1st Floor Entrance, take Stair A.

BF

- ① BF Stacks
Call Nos. 335.2 - 799

