

## Borrowing and Returning

### ★Registration for library card★

University members can borrow materials by student or staff ID cards. If you don't have ID card, you can acquire a library card at the circulation desk.

### ★How to borrow and return library materials★

**Books:** Please borrow and return books by themselves with ABC (Automatic Book Circulation System) near the circulation desk.  
**Periodicals:** Please fill in the "Lending Slip of Journal" and borrow at the circulation desk. Please return borrowed periodicals by the date due to the circulation desk.

When the library is closed, materials may be returned through the book chute at the corner of the main entrance.

### ★Loan limit & periods★

	Loan limit	periods
Undergraduate	up to 5 items	14 days (journals 3 days)
Graduate students	up to 10 items	14 days (journals 3 days)
Faculty & Staff	up to 15 items	30 days (journals 3 days)

\*During vacations, students can use a long term lending service.

### ★Restricted library materials★

Current periodicals, Reference books(materials "禁帯出"(in-library use only) label is attached), Audio-visual materials, Newspapers, Regional area materials

### ★Renewing books★

Loan limit of books can be expended only one time. Not that books past their due date, or that have been reserved by another person may not be renewed.

### ★Reserveing / Order books★

If a book you want to borrow is already checked out, you can use the OPAC on our webpage to reserve it.

If the book is in Medical Library, you can also use the OPAC on our webpage to order it.

### ★Overdue materials★

If you fail to return materials by the date to due, you can't borrow materials for the same number of days that the materials were overdue.

## Web Services

### ★OPAC(Online Public Access Catalogue)★

OPAC helps you to search the library materials you want. It will tell you where the materials is stored and whether it is loaned out.

URL : <http://www.opac.lib.tottori-u.ac.jp/opc/>

### ★Online Journals ,Books, Databases★

The online journals, online books, networked databases can be accessed free out only from the computer terminal in the library but also from those in university offices.

You can check readable online journals by E-journal list on our webpage.

### ★My Library★

You can do them ; Seeing borrowing history, renewing books, reserving books, ordering inter-library loan ( only fraduate student & staffs), order to buy books(only faculty staffs).  
 by logging in My Library from our webpage.

### ★Other★

You can request books that you want to put in library.

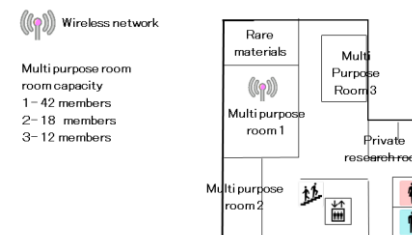
You can express opinions or make suggestions for our library services.

You can talk and eat at Refresh Corner!! (1F only)

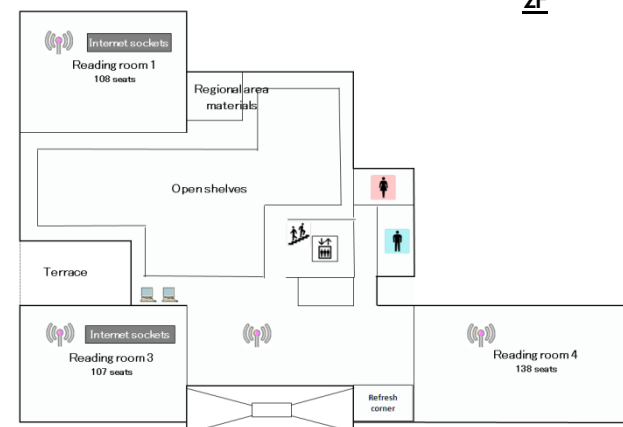


## Floor Map

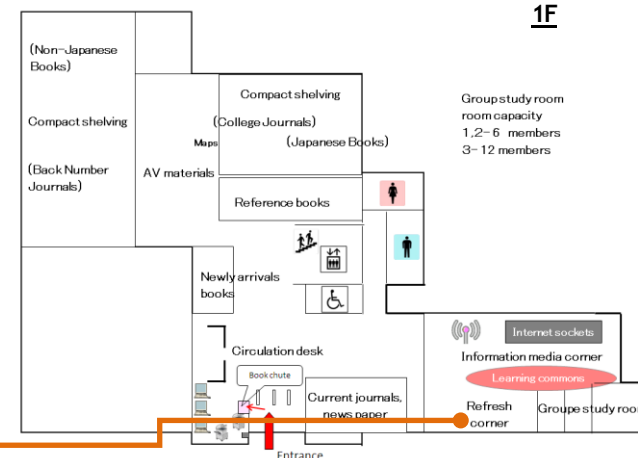
3F



2F



1F



## Use of Facilities

- ◎1F Groupe study room (1-3), 3F Multi purpose room (1-3), 3F Private research room (1-2, graduate students & staff only) : You can use the rooms in application first-come, first-served basis.
- ◎Please see the User's Guide of our website for details of use.
- ◎Application form is also available for download from the website.
- ◎Exhibition will be in library. Please contact to the circulation desk.

## Photocopying

### ★Private expenses★

◎copying by staff

You fill in “文献複写/図書借用申込書(Inter-library Loan Application form)”, and apply at the circulation desk on weekday from 9:00 to 17:00.

Black & white ¥20 / page. Color ¥50 / page.

◎self-service copy machine

You fill in “文献複写申込書”. You can pay in cash or electronic money of student or staff ID cards

Black & white ¥10 / page.

### ★Official expenses★

You fill in “文献複写申込書”, and use the self-copy machine in the IC card dedicated.

◎Please make copies according to copyright law.

## ILL (Inter Library Loan) service

◎You can request photocopying of materials or loan books from other libraries. Please fill in “文献複写/図書借用申込書(Inter-library Loan Application form)”, and apply at the circulation desk. Graduate students and staffs can also use this service from “My Library” in our website. You will pay copying fee and postage etc.

## Use of other libraries

◎We can issue a letter of introduction for other libraries. Please apply well in advance as it takes time.

## Use of Public Libraries in Tottori

- ◎You can borrow and return materials of libraries in Tottori prefecture, through the university library at no charge.
- ◎Return post for materials of the Tottori Prefectural Library & Library in Tottori City is available. Please return other libraries' materials to the circulation desk.

## Care of the library area

- ◎Please be quiet in the library other than Learning Commons.
- ◎You must not use cellphone in the library except phonebox on 2F.
- ◎You can drink only the lid is closed, and you can eat only at Refresh Corner in Learning Commons.
- ◎Please don't take seats with luggage. Please have responsibility to management of valuables by yourself. (Students can use the locker. Please apply at the circulation desk.)

Guide to Tottori University Library

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101, Minami 4-chome, Koyama-cho, Tottori 680-8554

Tel (0857) 31-5672 (Ext 7050)

Fax (0857) 28-6346

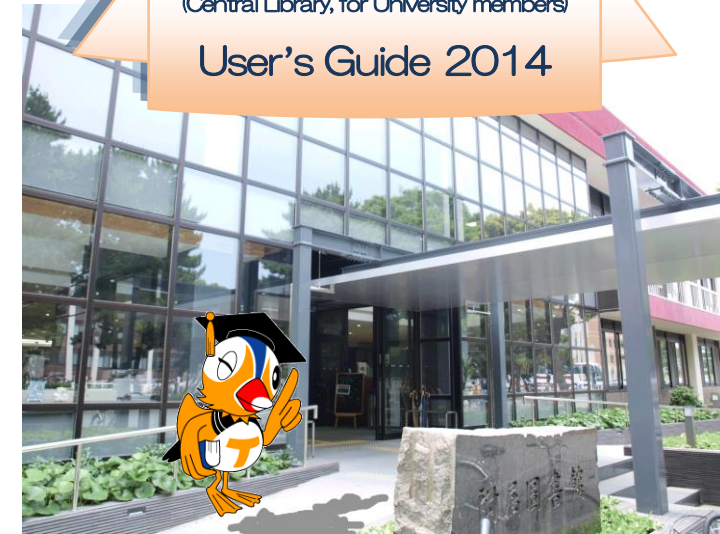
e-mail ac-shiryousa@adm.tottori-u.ac.jp

URL : <http://www.lib.tottori-u.ac.jp/>

## Tottori University Library

(Central Library, for University members)

## User's Guide 2014



## Library Hours

### ★Open★

	Regular seasons	Holiday Seasons
weekdays	8:40~23:00	8:40~17:00**
Sat.,Sun.,holidays	9:00~17:00*	9:00~17:00***

\*Examination periods : 9:00~23:00 \*\*8:40~23:00 (9/16-9/30, 12/22,12/24) \*\*\*Open campus only opened in Aug.

The last weekday of each month : 13 : 00~23 : 00 (Holiday Season ~17 : 00)

### ★Closed★

New Year(12/25-1/4). Summer holiday all together(8/13-15). Sat.,Sun. & holidays of Holiday Seasons. In the morning of the last weekday of each month. National Center for University Entrance Examinations day.

※For more information please check the website and notice board.

URL: <http://www.lib.tottori-u.ac.jp/>