

Let's explore the library!!!

# Library Map

Shuto-kun  
しゅうとくん



Hello! I'm Shuto!

Welcome to

Akita University Library!

Akita University Library Central Library

TEL: 018-889-2279 FAX: 018-832-4917

E-Mail: [libriyo@jimu.akita-u.ac.jp](mailto:libriyo@jimu.akita-u.ac.jp)

# 1st Floor

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## <Service desk>

At the Service Desk, you can borrow and return books.

3

## <Auto Book Circulation machines>

To borrow books, a Student ID card is required. At first time, registration for "MyLibrary" is also required. With your student ID, you can check out books for yourself.

2

## <Book Post>

For returning books, please use the book drop in front of the library when we are closed.

1

## <Security Gates>

You can enter the library freely, but when you exit with a library book that is not checked out, the alarm will beep. In that case, please go to the Service Desk. Please remember that you CANNOT talk on the phone anywhere within the security gates.

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## <Support desk>

At the Support Desk, you can ask about or get advice on how to search for books and articles. You can also ask how to use databases and E-Journals, and interlibrary loan service. (You can order through the MyLibrary if you need to borrow books or get articles from other libraries.) From four-fifteen to seven-fifteen, Student staff will help you. Both are only on weekdays.

6

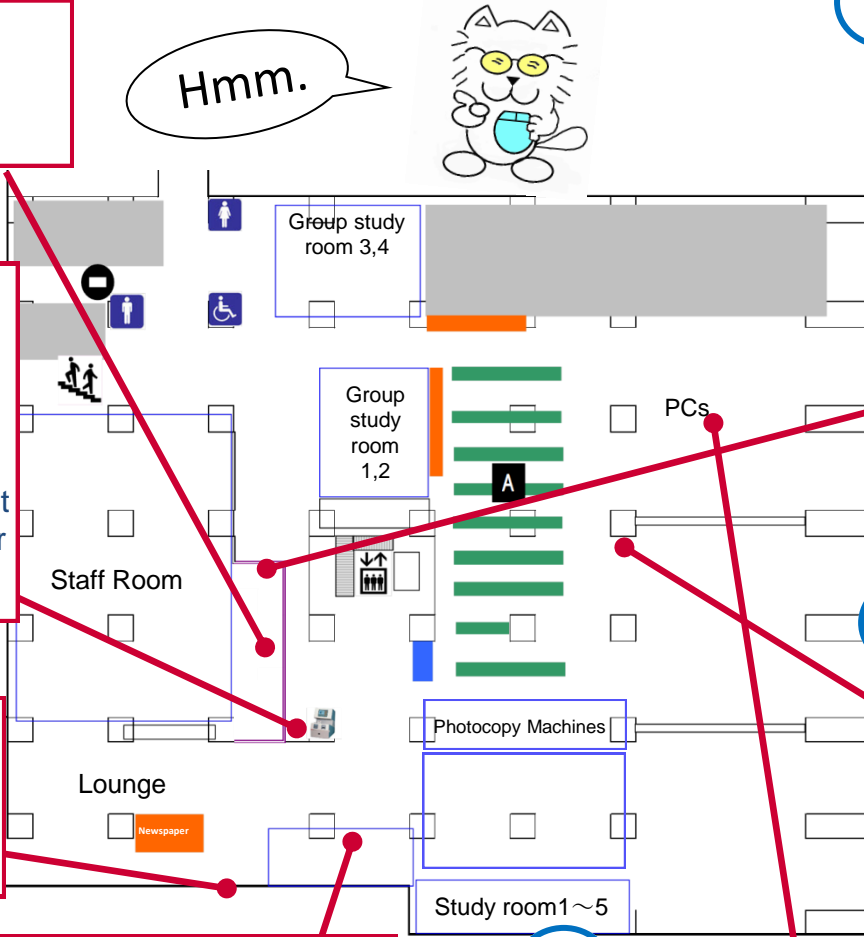
## <Commons>

We call this entire floor "Commons", where people can discuss for academic purposes. You can work as a group, discuss in study meetings. If you prefer a quieter area, please use 2nd floor.

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## <PCs>

You can use PCs in "Commons" on the 1st floor. You can bring your laptop here. You can also get access to our wireless LAN network anywhere on the 1st floor, near gallery and in the Conference room on the 2nd floor. You need your a-net user ID and password to log on to PCs and wireless LAN in the library.



# 1st Floor

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## <Group Study Room>

Projectors are available for practicing presentations. In addition, Study room, and AV room are available in the library. Please make reservation on the Library Website through the network of Akita University. (Which means using Computers of Akita University or Akita University WI-FI.) In these rooms, you cannot eat.

10

## vending machines

9

## <Lounge>

In this lounge, you can enjoy hobby-oriented magazines and domestic and foreign newspapers of the month. And you can eat only here.

12

## <Back number>

Newspapers before this month are organized in this area. Reduced-size and reprinted editions are placed in the bookshelves nearby.

13

## <Reference Books>

Reference books, such as white paper, statistics and maps, are assembled around this area. These books can be used for researching but cannot be borrowed. Dictionaries are on the 2nd floor.

14

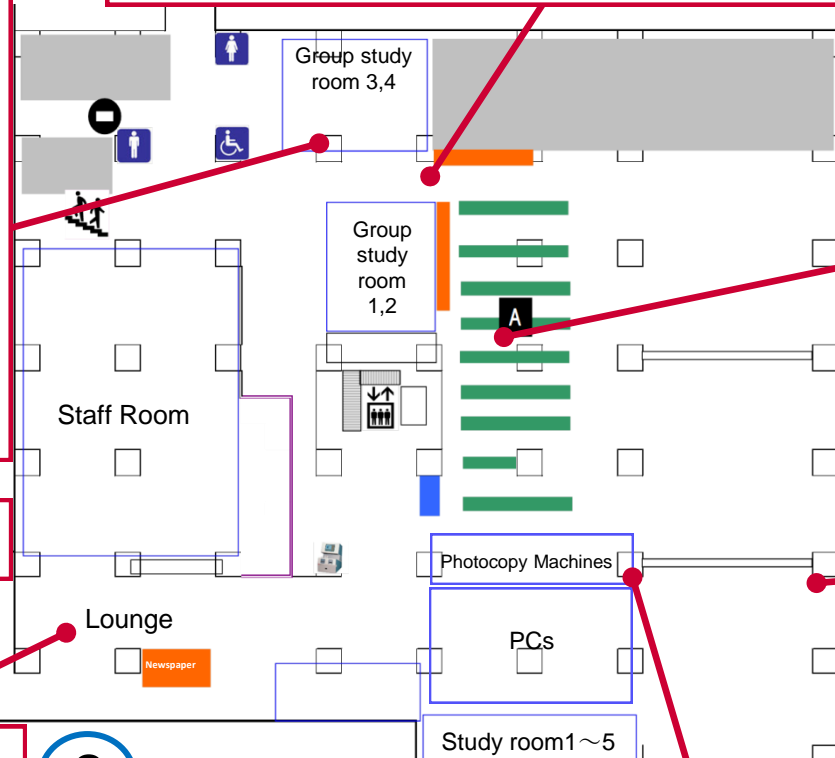
## <Audio-visual booths>

Audio-visual booths are available if you want to watch videos or DVDs or listen to CDs. Movies and language learning items are available as well. Please apply at the Service Desk and receive a key and a headphone set. You need to check out items before watching them at the booth.

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## <photocopy machines>

There are two different types of photocopier machines: card-operated and coin-operated. Coin-operated machines are only here. To use card-operated machines, you need a special copy card paid at university expense. Please note that you can only make photocopies of library items. Photocopying personal items such as notebooks is not permitted. You must follow the Copyright Law when you make photocopies. Before making photocopies, please fill in the Application Form for Copy Services.



# 2nd Floor

**2nd Floor is a silent floor. Please keep quiet.**

Eating is prohibited on the 2nd Floor. When you want to eat, please go down to the lounge.

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### <International Exchange Corner>

We place books for international students here. They are mainly textbooks for studying Japanese and Culture of Japan. You can borrow them.

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### <Books at 2nd floor>

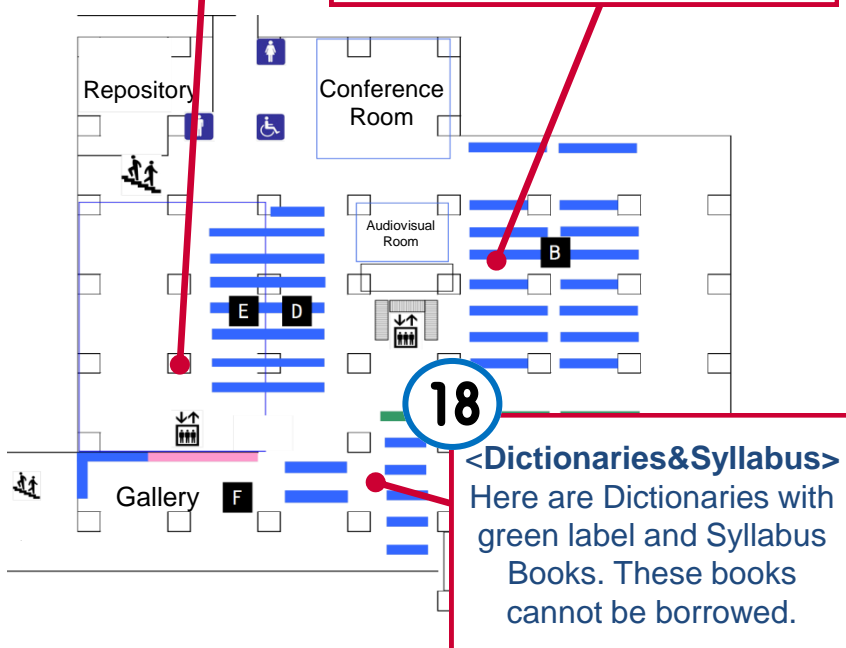
The bookshelves on the 2nd Floor have books which undergraduates often use. You can borrow up to five books at a time. The loan period is two weeks. If you have used books within the library, return them to the book trucks on their floors.

You can find the location of a book by the call number on its spine label.

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### <Dictionaries&Syllabus>

Here are Dictionaries with green label and Syllabus Books. These books cannot be borrowed.



# Stack Room

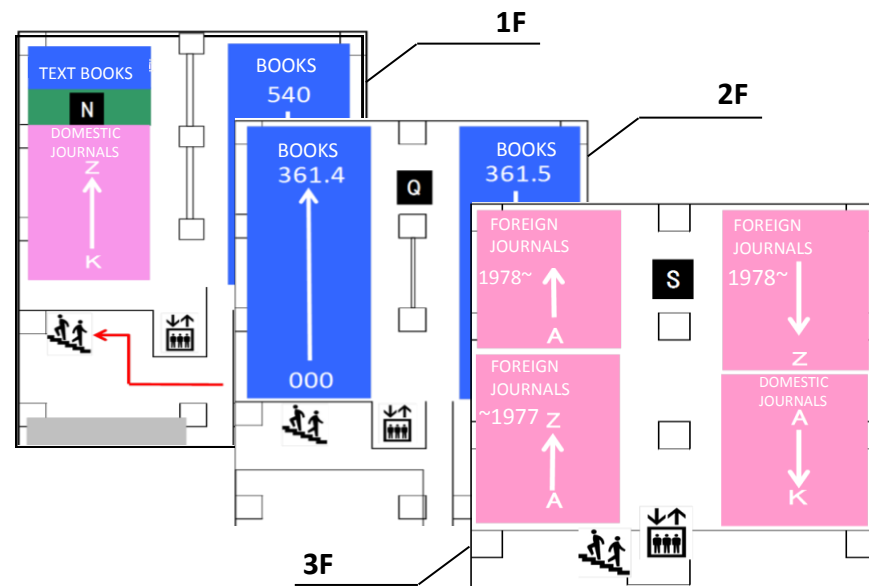
You can enter this room freely.

There are books on the 2nd Floor and 1st Floor.

Back numbers of domestic journals are on the 1st Floor and 3rd Floor. Foreign journals are on the 3rd Floor. They are arranged by titles. You can borrow journals for one week.

### <How to use electric movable bookshelves>

- 1) First, search the number of the item, and check no one is between bookshelves in the same block. You can only use one aisle in the block.
  - 2) Push the button, then you will see a green light. That means the shelf will open.
  - 3) After you find an item you want, please walk out of the aisle as soon as possible.
  - 4) Push the button to turn off the light for the next user.
- Books you used only inside the library should be put on the book return truck.



# About this library

## OPEN HOURS

	Weekdays	Weekends & Holidays
Usual	8:30-22:00	12:00-18:00
Semester Breaks	8:30-17:00	Closed

## CLOSINGS

- Weekends and National Holidays on Semester Breaks
- the New Year holidays
- Entrance examinations
- Others

## BORROWING LIMIT AND DURATION

Central Library	Volumes	Duration
Undergraduate students	5	Books: 2weeks Journals: 1week
Postgraduate students	10	
Staff	10	

• During long-term holidays like the university's summer break, Akita university students are allowed to borrow materials over a longer duration. The borrowing limits and durations are shown on the library's website.

• Students who are writing their graduation or master's thesis are allowed to borrow materials for 1 month. (Only for the Central library) To do this, please inform the staff at the reception desk.

• You can reserve materials that are being borrowed on the "My Library" system.

• You can extend your borrow for a maximum of 3 times if the materials aren't reserved by another user. (You can also extend your borrow using the "My Library" system)

## HOW TO SEARCH BOOKS

First, go to the library site and click "OPAC", and click English. Secondly, enter some information about a book.

Then take a note of both the location and the Call mark.

Click "location" and you can check the floor map.

To borrow a book, you need to register for MyLibrary. If you haven't registered yet, please register following to the library guide.

## HOW TO REGISTER "My Library"

### Register online

Access to Akita University library homepage at the Akita University, and click "My Library".

You will find links to "教育文化学部・理工学部・国際資源学部・教育学研究科・国際資源学研究科・理工学研究科" and "医学部医学系研究科".

Click the department you belong. Then fill out the registration form and submit.

