Welcome to the University of Tokyo!
The University of Tokyo is home to more than thirty libraries.
Libraries hold a wealth of knowledge, and provide a variety of services you’ll want to know about.
This guide will allow you to make use of the libraries to their fullest!

For people who are using the University of Tokyo Library for their first time

First, you will need to register as a user. Please bring your student ID (faculty staff ID) and visit your faculty / graduate school library. 1st and 2nd year students of the College of Arts and Sciences, and students in their 3rd year onwards who have registered an e-mail address to the Academic Affairs System do not need to go through any procedures.

*If you cannot get student ID (faculty staff ID) IC card, please ask your faculty / graduate school library.*

You can enter the all University of Tokyo libraries by showing your student ID (faculty staff ID). Logging in to MyOPAC provides access to many services.

*If you cannot receive the UTokyo account, your department library issues an initial password for the library account.*
1. **Search**
   
   [https://opac.dl.itc.u-tokyo.ac.jp/opac/opac_search/?lang=1]

2. **Result**
   
   Click to display information about holding libraries.

3. **Detail**
   
   When it is listed as “on loan”, you can make reservation for it.

   Logged into MyOPAC, buttons will be displayed.

   *For detail, please see on screen Help.*
Let’s use MyOPAC

On the every page of OPAC, there is a link to MyOPAC log-in page. Login with your UTokyo Account or Library Account. After using MyOPAC, (1) click logout and (2) shut down the browser. 

_You will not be able to use MyOPAC until you change the password._

MyOPAC Service Menu

- Extend the loan period
  - Cases when you cannot extend the loan period
    ➢ When there are people who have made a reservation and are waiting for that material.
    ➢ When the material is overdue
    ➢ When you have gone over the maximum times you can extend the loan period.

- Reserve on-loan book
- Request delivery of a book from the library of different campus or ¥ the library of a different university.
- ¥ Request copies
- ¥ View a PDF
- Place library purchase requests
- Manage mail sending setting and the return date notification
- Check lending / return history

¥ = Paid services. Please ask your faculty / graduate school library.

Borrowing and Returning

Bring the material and your University ID card to the counter. Some libraries have Automatic Lending Machine. Please return materials to their appropriate library counter. Some libraries have book drops for off hour returning. If the book was borrowed from a library on a different campus, you can return the book to your department library or to the General, Komaba or Kashiwa library. There are overdue item penalties in some libraries. Please be careful of the due date.

In the case of …

Searching for journal articles : TREE
⇒ http://tokyo.summon.serialssolutions.com/en/#/!
⇒ http://www.lib.u-tokyo.ac.jp/ext/ejportal/
Searching for database: GACoS
⇒ http://www.dl.itc.u-tokyo.ac.jp/gacos/e/index-e.html

For more information, please see "Academic Paper Support Book: Start here".
http://www.dl.itc.u-tokyo.ac.jp/gacos/e/supportbook-e.html
Photocopy in the library and Copyright

Self-service photocopy machines are available in the library. When you copy library's materials, the Japanese copyright law has to be respected. The copyright law allows a single reproduction of a part of a work for the purpose of your research or study.

Using the computer in the library

Members who have UTokyo Account can use computers (ECCS terminals) after attending the ECCS New User Information Seminar.

➡ https://www.ecc.u-tokyo.ac.jp/en/seminar.html

Wireless LAN service, UTokyo WiFi can be used in almost any library.

➡ http://www.u-tokyo.ac.jp/ja/administration/dics/service/wifi.html

E-journals and databases can be accessed from home as well

By using the virtual private network (VPN) services, the access of journals and databases that generally campus-only is possible from home.

➡ http://www.dl.itc.u-tokyo.ac.jp/gacos/e/faq-e/gakugai-e.html

Learn how to search for literature/documents at a short course

The university holds short courses in every campus, which are useful for making reports/writing thesis (e.g. a short course on how to search for articles on databases).

➡ http://www.dl.itc.u-tokyo.ac.jp/gacos/e/training-e.html

If you need help, use the ASK service

You can ask questions online about using the library or searching materials. You can also look at FAQ and past questions.

➡ https://opac.dl.itc.u-tokyo.ac.jp/opac/ask/?!lang=1