Materials of General Library

Materials at the General Library are located in the open-shelf area and the stack area. The books for study, books on the multidisciplinary theme and the latest journals are in the open-shelf area. Most of the older books, Japanese bound books and bound journals are in the stack area.

How to use library materials

Search the collections
OPAC: Online Catalog of University of Tokyo
https://opac.dl.itc.u-tokyo.ac.jp/
If “Location” is:
“Gen.Openshelf” or “Gen.Reference” : located in the Open-shelf area
“Gen.Stack” : located in the Stack area

<table>
<thead>
<tr>
<th>Location</th>
<th>Volume</th>
<th>Call No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen.Openshelf</td>
<td>918:N71:10</td>
<td></td>
</tr>
<tr>
<td>Gen.Stack</td>
<td>E22:6815:10</td>
<td></td>
</tr>
</tbody>
</table>

Please ask at the General Information desk if it’s unable to locate materials through OPAC.

MyOPAC (UTokyo affiliates only)
You can check loan status, extend the lending period of currently borrowed books, or make requests for delivery of books in other campuses. Click on MyOPAC Login on the OPAC page.

Rare books | Mon. to Fri. 9:00-17:00
date (unavailable from 12:00 to 13:00)
Advanced reservation for the reading room for the rare books is required. Please contact us by 17:00 at the previous day (non-member: 3 days advance). 5 items per 1 time, 10 items per day.

Microforms | Mon. to Fri. 9:00-17:00
date (unavailable from 12:00 to 13:00)
Advanced reservation is required. Please contact us at least 3 days in advance.

For non-members | Admission

Please confirm if your intended material is held by the General Library before visiting. Admission will be granted only for use of specified library materials.

Japanese national universities & colleges affiliates
Available during the opening hours.
Show the university identification.

Prefectural, municipal and private universities & colleges affiliates
Available 9:00-17:00 on weekdays.
(unavailable on national holidays and closed days)
Show the university identification.

Others
Available 9:00-17:00 on weekdays.
(unavailable on national holidays and closed days)
Show official identification with your name and address.

Reference service

Mon. to Fri. 9:00-17:00
(unavailable from 12:00 to 13:00)
Please consult the Counter for searching methods or source materials.
You can ask questions online, too.
ASK Service:
https://opac.dl.itc-u.tokyo.ac.jp/opac/ask/?lang=1

About Renovation Work

The library entrance is relocated to the west area of the building until August 2018. We apologize for the inconvenience this may cause. Thank you for your understanding.

*Following materials are unavailable:
  • Newspapers
  • Materials of International Documentation Center
  • Materials whose location in OPAC is “Temp.Storage3/4/6”
  • (Non-members only) Doctoral theses and Materials whose location in OPAC is “Temp.Storage1/2”

*For wheelchair users: The facilities are changed due to the renovation work. Please contact to the library staff in advance.
**Access to open-shelf materials**

**Service Counter 1**
Mon. to Fri. 9:00-20:00 (Aug., Mar.: 9:00-17:00)

**Borrowing**

<table>
<thead>
<tr>
<th>Status</th>
<th>Quantity and Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>University affiliates 5 vols. for 2 weeks (books only)</td>
</tr>
<tr>
<td>One-day</td>
<td>University affiliates 10 vols. (unbound journals only)</td>
</tr>
</tbody>
</table>

Books can also be borrowed by using automatic check-out machines. Books can be renewed twice, except for reserved items, or under delay penalties.

**Returning**

Return the books at the book post while the library is closed.

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**Access to stack materials**

**Service Counter 2**
Mon. to Fri. 9:00-17:00 (Aug., Mar.: 9:00-17:00)

**Entering (UTokyo affiliates only)**

Non-members need to request the material.

**Borrowing**

<table>
<thead>
<tr>
<th>Status</th>
<th>Quantity and Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>Students, staffs 3 vols. for 2 weeks (bound journal: 3 vols. for 1 week)</td>
</tr>
<tr>
<td>Faculties</td>
<td>20 vols. for 31 days (bound journal: 3 vols. for 1 week)</td>
</tr>
<tr>
<td>One-day</td>
<td>University affiliates 5 vols. (non-renewable) (unbound journal: 10 vols.)</td>
</tr>
</tbody>
</table>

For students and staffs, books can be renewed once and bound journals twice. For faculties, materials can be renewed once.

**Returning**

Return the material at the reception while the stack is closed. Do NOT return the material at the book post.

**Copy**

Japanese bound books, oversize books, deteriorated materials and materials published before 1900 cannot be copied at the photocopy machine. Please apply for photocopy at the Service Counter 2.

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**Library computers (Main Bldg. 1F Media Plaza)**

Members who have UTokyo Account can use computers (ECCS terminals) after attending the ECCS New User Information Seminar. Printers are available. (Paid with prepaid card, Suica and PASMO)

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**Floor Plan**

- **OPAC** (Main Bldg. 3F)
- **Check-out machines** (Main Bldg. 1F, 2F)
- **Wifi** (Main Bldg. 1F, Annex B1F)
- **Library Plaza**
  - Vending machines
  - Library Plaza
  - Faculty of Law Bldg. 4
  - Faculty of Letters Bldg. 3
- **Sanjo Conference Hall**
- **General Library**
- **Faculty of Medicine Bldg.**
  - (1F, 3F)
- **Study space outside the library (Students only)**
  
Due to the renovation work, there are few reading spaces in the main building. For UTokyo students, the separated study space are available at the Hongo campus.