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.

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

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 (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 3 days advance.

5 items per 1 time, 10 items per day.

Microforms | Mon. to Fri. 9:00-17:00 (unavailable from 12:00 to 13:00)

Advanced reservation is required. Please contact us at least 3 days in advance.

General Library, the University of Tokyo
7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033
TEL: 03 (5841) 2646
MAIL: shiryo@lib.u-tokyo.ac.jp
http://www.lib.u-tokyo.ac.jp/en/library/general
(2017.11)

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.Storage3-8”
  • (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>One-day affiliates: 10 vols. (unbound journals only)</td>
</tr>
</tbody>
</table>

Books can also be borrowed by using automatic check-out machines.

**Returning**

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

**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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**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.

**Study space outside the library (Students only)**

Due to the renovation work, there are few reading space in the main building. For UTokyo students, the separated study space are available at the Hongo campus.