

# Guide to Science Library

For Members of the University of Tokyo



Science Library  
Website

Science Library consists of Science Library (3rd floor, Faculty of Science Bldg. 1, Area E), Library of Chemistry (4th floor, Chemistry Main Bldg.), and Botanical Garden Library. For inquiries about the collection and use of materials, please contact the following address.

## 【Contact】 Service Section, Science Library

#374, 3rd Floor, Faculty of Science Bldg.1 (Area E)  
7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033

E-Mail: tosho-riyosha.s@gs.mail.u-tokyo.ac.jp  
TEL: 03-5841-4029  
FAX: 03-5841-8778

## Library Hours

### • Science Library:

9:00-22:00 weekdays only

[During summer and spring vacation 9:00-20:30]

### • Library of Chemistry:

9:30-19:30 weekdays only

[During summer and spring vacation 9:30-17:00]

\* Please check library calendar on website.

\* Please ask Science Library for using of materials in Botanical Garden Library.

\* Member of other faculties are not allowed to use the libraries after 17:00. Please leave the libraries by 17:00.

## Entering the Library

There is a security gate at the entrance of Science Library. Please hover your ID card over the card reader and pass through the gate. If you forget your ID card, please ask at the service desk over the gate.

## 《About User Registration》

### • Students

Register your contact address on UTAS (UTokyo Academic affairs System).

### • Faculty and Staffs

Please bring your UTokyo ID card or employment certificate to the service desk on the 3rd floor of Science Library.

## Borrowing

• Books: 5 items / 2 weeks / 1 renewal allowed

• Journals: 10 items / within the day / renewal not allowed

\* Please present your ID card at the service desk. You can also use the automatic lending machine on the 4th floor in Science Library (Science Bldg. 1).

\* Please return journals to the service desk by closing time on the day of borrowing for members of School of Science, and by 17:00 on the day of borrowing for users from other departments.

## Returning

Return materials to the service desk or the book drop in front of the libraries. You can return materials from all libraries of the University of Tokyo.

\* Please do not return following materials to the book drop.

• Journals                      • audio visual materials (e.g. CDs)

• large materials            • damaged materials

## Copy in the Library

Please come to the service desk with materials and your ID card. Please observe copyright laws.

\* The photocopy machines in the libraries are available only for members of School of Science and affiliated departments. For other users, please ask at the service desk.

## Book and Document Delivery Service

[ Only Members of School of Science ]

You can order books not available in Science Library and copies of articles from other libraries on and off campus via MyOPAC Service. For details, see Science Library website or ask at the service desk.

## Book Purchase Requests

[ Only Members of School of Science ]

If the book you need is not found in Science Library, you can make a request for it. Please apply from the "Book Request" within MyOPAC Service menu.

## Rooms for Group Study

• Lounge [the 3rd floor of Science Library]

Whiteboard and chairs are freely available for use in this space. Newspapers and campus publications are also available here.

• Seminar Room [the 3rd floor of Science Library]

This study room is available by reservation for 3-15 people.

The group need to include member of School of Science.

A projector is also available.

Reservations can be made through website or at the service desk on the 3rd floor.

## PCs and network environment

• OPAC Terminal

This terminal allows you to search collections of UTokyo libraries.

• Student Terminal

You can also use it to search e-journals and write reports.

“School of Science network account” is required to use the PC.

• UTokyo WiFi

UTokyo WiFi is available anywhere in the libraries.

## After Hours Use

[ Only Faculty, Staffs and Graduate Students in School of Science ]

Faculty, staff and graduate students of School of Science can enter the libraries with your ID card in closing hours. (Excluding closing days for maintenance at the end of each month, entrance examinations, electrical equipment inspections, etc.)

You can also check out materials from the automatic lending machine at Science Library. The machine is not available from 10:45 p.m. to 2:30 a.m. to maintenance.