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

Search the collections

OPAC: Online Catalog of University of Tokyo
https://opac.dl.itc.u-tokyo.ac.jp/
Check on the “Location” link to get more information.

<table>
<thead>
<tr>
<th>Location</th>
<th>Volume</th>
<th>Call No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen.Openshelf 3F</td>
<td>J221.1:75</td>
<td></td>
</tr>
<tr>
<td>Gen.Stack,</td>
<td>L11:1476S</td>
<td></td>
</tr>
</tbody>
</table>

Please ask at Service Counter 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.

Special materials

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 at a time, up to 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.

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

For non-members

Please confirm that your intended material is held by the General Library before visiting. The library desks are for the users with library materials.

Service available

- Openshelf materials
- Stack materials; Request the material at Stack Counter. Mon. to Fri. 9:00-20:00 (Aug., Mar.: 9:00-17:00)
- Materials in the automated storage: Request materials via OPAC in the library (by 30 min. before the counter closes). Obtaining requires about 15 min.
- Rare books (reservation is required)
- Microforms (reservation is required)

Admission

- 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 current address.

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.
From 2017, the Asian Research Library collection is available.

About Renovation Work

*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 the library staff in advance.
How to use library materials

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

Request: up to 5 vols. (not available 12:00-13:00)
- Request materials located in the closed stacks at Stack Counter.
- Request materials located in the automated storage by clicking on the “Auto Library” button on OPAC in the Library by 30 min. before the counter closes. Obtaining requires about 15 min.

Borrowing
Openshelf materials

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

Stack materials (including materials in the automated storage)

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

For students and staffs, books can be renewed once and bound journals twice, except for reserved items, or under delay penalties. For faculties, materials can be renewed once.

Returning
Return the material at the reception while the counter is closed. Return the OPENSHELF BOOKS at the book post while the library is closed. Do NOT return the other materials at the book post.

Copying
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 counter.

Floor Plan (Openshelf)

OPAC “Location” | Actual Location in the Library
--- | ---
Gen. Openshelf 2F | 2F (Japanese books 700-000, Foreign books, Books for foreign students)
Gen. Periodicals (New) 2F | 2F New Periodicals
Gen. Openshelf 3F | 3F (Japanese books 100-600)
Gen. Reference 3F | 3F Reference Book
Gen. The Asian Research Library collection 3F | 3F The Asian Research Library collection
Gen. Stack | Stacks 1-3F
Gen. Auto Storage | Request via OPAC in the library
Gen. Counter | Request required at Service Counter
Gen. Closed Stack Gen. Collection Room | Request required at Stack Counter
Gen. RareBooks Gen. Semi-RareBooks Gen. Micro | Reservation required

Members who have UTokyo Account or ECCS Account can use computers (ECCS terminals). Printers are available.

- OPAC
  - Check-out machines
  - Wifi (UTokyo WiFi, eduroam)
- Service Counter (Main Bldg. 1F)
- Stack Counter (Main Bldg. 1F)
- Photocopy machines (Main Bldg. 1F)
- Lounge (Drinking & phone conversation allowed) (Main Bldg. 2F)
- Reading Room (Drinking allowed)
- Media Plaza (Main Bldg. 1F)
- Vending machines

Members who have UTokyo Account or ECCS Account can use computers (ECCS terminals). Printers are available.

- OPAC
  - Check-out machines
  - Wifi (UTokyo WiFi, eduroam)
- Service Counter (Main Bldg. 1F)
- Stack Counter (Main Bldg. 1F)
- Photocopy machines (Main Bldg. 1F)
- Lounge (Drinking & phone conversation allowed) (Main Bldg. 2F)
- Reading Room (Drinking allowed)
- Media Plaza (Main Bldg. 1F)
- Vending machines