

How to Use Library Materials

Service Counter / Stack Counter

Hours: Mon. to Fri. 9:00-20:00 (Aug. & Mar.: 9:00-17:00)

Request (up to 5 vols.)

- Request closed stack materials at Stack Counter. (not available 12:00-13:00)
- 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.

Gen.Auto Storage

Auto Library

Check-out

Openshelf materials

	Status	Quantity and Period
Regular	University	5 vols. for 2 weeks (books only)
One-day	affiliates	5 vols. (unbound journal: 10 vols.)

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

Stack materials / materials in the automated storage

	Status	Quantity and Period
Regular	Students	3 vols. for 2 weeks
	Staffs	(bound journal: 3 vols. for 1 week)
	Faculties	20 vols. for 31 days
		(bound journal: 3 vols. for 1 week)
In-library use	University affiliates	5 vols. (non-renewable)

For students and staffs, books can be renewed twice and bound journals once, 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. ONLY OPENSHELF BOOKS can be returned at the book post while the library is closed. Materials cannot be checked out or renewed for the same period of the overdue.

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. (by 16:30)

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. 9:00-12:00, 13:00-20:00 (Aug., Mar.: 9:00-12:00, 13:00-17:00)
- Materials in the automated storage: Request materials via OPAC in the library (by 30 min. before the counter closes).
- Reference Service
- 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 closing days) Show the university identification.
- Others Available 9:00-17:00 on weekdays. (unavailable on national holidays and closing days) Show official identification with your name and current address.

About Renovation Work

*General Library's main building will be closed from Aug. 4 (Tue.) to Sept. 30 (Wed.) 2020. With regard to the service during the temporary closure, please refer to our website.

*Following materials are unavailable:

- Materials of International Documentation Center
- Materials whose location in OPAC is “Temp.Storage3-8”

*For wheelchair users:

The facilities are changed due to the renovation work. Please contact to the library staff in advance.

General Library Guide

Opening Hours

Mon. to Fri. 8:30-22:30

Sat., Sun., Holidays 9:00-19:00

Aug. & Mar.: Mon.-Fri. 8:30-21:00

Sat., Sun., Holidays 9:00-17:00

Stacks & automated storage are closed on Sat., Sun., Holidays.

Closing Days

Main Bldg. : Every 4th Thu., Dec. 28 to Jan. 4

Annex : Every 4th Fri., Dec. 28 to Jan. 4

& entrance examination period, repair works.

Materials at General Library

Materials at the General Library are stored in the openshelf area, the stack area, and the automated storage. The books for study, books on the multidisciplinary themes, and the latest journals are in the openshelf area. Books published before 1960 and Japanese bound books are in the stack area. Older books and bound journals are in the automated storage.

From 2017, the Asian Research Library collection is available.

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

<https://www.lib.u-tokyo.ac.jp/en/library/general> (Apr. 2020)



Website



ASK



MyOPAC

Search the Collections

OPAC: Online Catalog of University of Tokyo
https://opac.dl.itc.u-tokyo.ac.jp/opac/opac_search/?lang=1

Click on the “Location” link to get more information.

Location	Volume	Call No.
Gen.Openshelf 3F		322.1:I75
Gen.Stack.		L11:1476S

Please ask at Service Counter if it's unable to locate materials through OPAC.

MyOPAC

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.

Study Areas

Main Bldg.

Reading room (3F)	Power supply is on some desks. No keyboarding in the silent area.
Reading room (2F)	Power supply is on the desks.
Media Plaza (1F)	UTokyo Account holders can use computers (ECCS terminals). Printers are available.

Annex: Library Plaza (LP)

Learning Commons	White boards, power supply, extension cords and projectors are equipped. Some tables can be reserved at LP reception from 1 week before.
Monitor Area	Available for workshop or event. Reservation is required via General Library website.

Reference Service

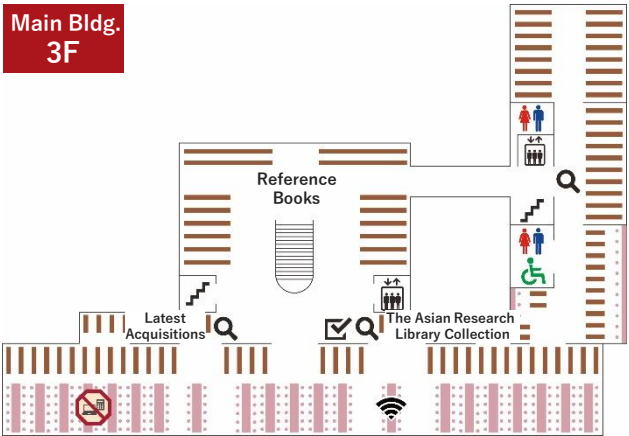
Mon. to Fri. 9:00-17:00 (unavailable from 12:00 to 13:00)

You can ask questions online, too.

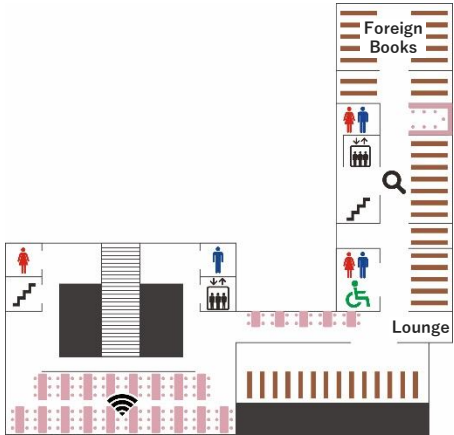
ASK Service:
<https://opac.dl.itc.u-tokyo.ac.jp/opac/ask/?lang=1>

Floor Plan (Openshelf)

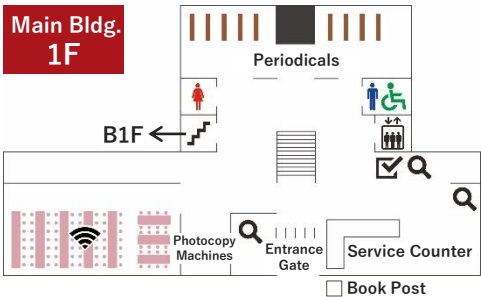
Main Bldg. 3F



Main Bldg. 2F

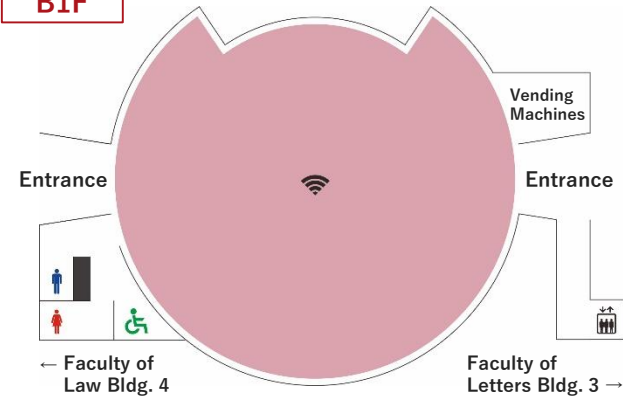


Main Bldg. 1F



Annex B1F

*Not connected to Main Building



OPAC Check-out Machines

Wifi (UTokyo WiFi, eduroam)

Reading Room (For detail, see “Study Areas”.)

Books & Journals

No Photos inside the Main Bldg. Photography for study or research purpose is allowed in Annex

Drink in reading rooms & Lounge (Beverages in the spill proof containers only)

No Eating

Phone call is allowed at Lounge (Main Bldg. 2F), elevator halls (Main Bldg. 1F/3F) & Library Plaza (Annex, only for study or research purpose)

Main Bldg. B1F

