

University of Tokyo Library System

Guide to UTokyo Libraries

For people who are using
the University of Tokyo Library
for the first time

UTokyo Libraries

HONGO



General Library and 17 Libraries

KOMABA



Komaba Library and 6 Libraries

SHIROKANEDAI



1 Library

KASHIWA



Kashiwa Library and 3 Libraries

We provide various services at the three main campus
libraries and Faculty and Institute Libraries



List of Libraries



**First,
register as a user**

For Students

Please complete the process simply by registering
your e-mail address with the UTAS (UTokyo
Academic affairs System):

<https://utas.adm.u-tokyo.ac.jp/campusweb/>

* If you are not a UTAS user, complete the procedures
at your faculty / graduate school library.

For Faculty & Staff

Please register with your faculty / graduate school
library.

After registering, you can access all UTokyo libraries and
borrow books from most of them by showing your ID.



**Search
UTokyo OPAC**

Try UTokyo OPAC first if there is a book
or journal you are looking for!

[https://opac.dl.itc.u-tokyo.ac.jp/opac/
opac_search/?lang=1](https://opac.dl.itc.u-tokyo.ac.jp/opac/opac_search/?lang=1)



MyOPAC will make you more convenient

MyOPAC is an online tool with which you can extend
the loan period, reserve on-loan books, request
delivery of books, and more.

For further information, please see the reverse
page.

Other helpful search tools

Simultaneously search paper medium and electronic resources.

TREE <https://www.lib.u-tokyo.ac.jp/en/library/contents/database/2>

Look for a specific electronic journal / book.

E-journal & E-book Portal <https://www.lib.u-tokyo.ac.jp/en/library/contents/database/1>

Search for databases.

Database <https://www.lib.u-tokyo.ac.jp/en/library/literacy/database>

* Use e-journals/ e-books and databases from home (UTokyo Account is required)

→ https://www.lib.u-tokyo.ac.jp/sites/default/files/database/manual/text/EZproxy_English.pdf

Please look here for more details.

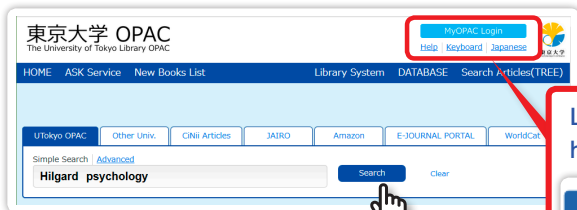
→ "Support for writing reports, theses and other papers" : [https://www.lib.u-tokyo.ac.jp/en/library/literacy/user-
guide/campus/report](https://www.lib.u-tokyo.ac.jp/en/library/literacy/user-guide/campus/report)



Let's make the most of MyOPAC

1 Search

https://opac.dl.itc.u-tokyo.ac.jp/opac/opac_search/?lang=1

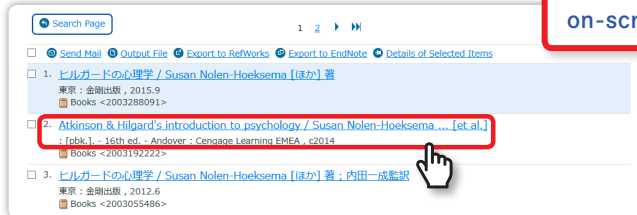


Login to MyOPAC here.

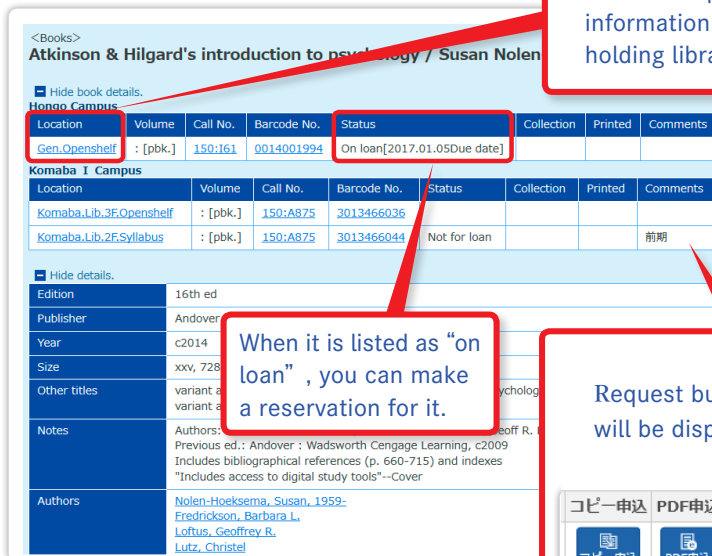
MyOPAC ログイン

For details, please see on-screen Help.

2 Result



3 Detail



Click to display information about holding libraries.

When it is listed as "on loan", you can make a reservation for it.

Request buttons will be displayed.



MyOPAC Menu

- (1) Extend the loan period
- (2) Reserve on-loan books
- (3) Request books from other campuses
- (4) Request copies of academic papers (the library of UTokyo or a library of other universities)
- (5) Request books from other universities
- (6) Place library purchase requests
- (7) Manage mail setting for return date notifications
- (8) Check lending / return history

(4) and (5) above are paid services. Please complete an application form at your faculty / graduate school library before making a request.

Before Login

- * Login with your UTokyo Account or Library Account.
- * After using MyOPAC, be sure to click logout and close your browser.

CAUTION

You will not be able to use MyOPAC with your original password. Please change your UTokyo Account password before use. If you are using a Library Account, please change your initial password from the MyOPAC menu after login.

Notes on use of libraries

- * Please ensure that you return materials to the appropriate library counter (if you borrowed books from a library on a different campus, you can return them to your department library or to the General, Komaba or Kashiwa library.)
- * Your use of the libraries may in some cases be suspended if you are late in returning books. Please be careful to observe the due back dates.

Let's master how to use tools at seminars!

The university holds short courses in every campus, which are useful for writing reports / thesis (e.g. a short course on how to search for articles on databases).

→ <https://www.lib.u-tokyo.ac.jp/en/library/literacy/training>

If you need help, use the ASK service!

You can ask questions online about using libraries or searching for materials.

You can also search through an FAQ section.

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