

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

### KASHIWA



Kashiwa Library and 3 Libraries



List of Libraries

### SHIROKANEDAI



1 Library

We provide various services at the three main campus  
libraries and Faculty and Institute 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](https://www.lib.u-tokyo.ac.jp/sites/default/files/database/manual/text/EZproxy_English.pdf)

Please look here for more details.

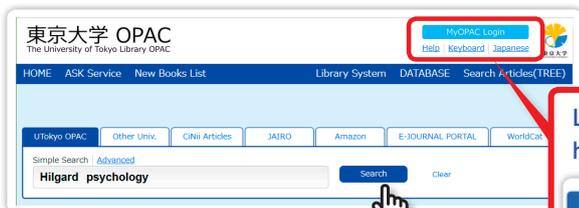
→ "Support for writing reports, theses and other papers" : [https://www.lib.u-tokyo.ac.jp/en/library/literacy/user-  
guide/campus/report](https://www.lib.u-tokyo.ac.jp/en/library/literacy/user-guide/campus/report)



# Let's make the most of MyOPAC

## 1 Search

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

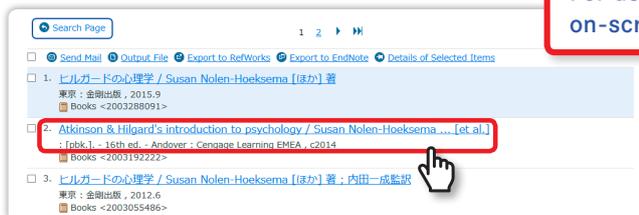


Login to MyOPAC here.

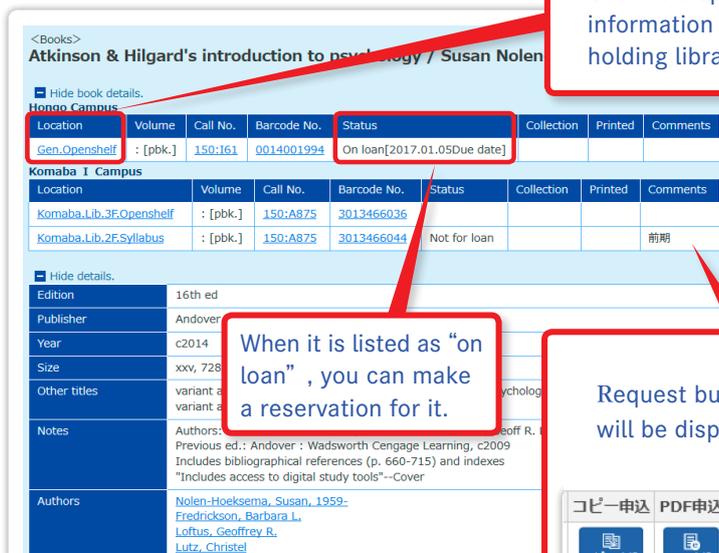
MyOPAC ログイン

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>