Notes on use of General Library

Phone call is allowed at Lounge (Main Bldg. 2nd floor), elevator halls (Main Bldg. 1st and 3rd floor).

Please wear a mask in the library.

No Photos inside the Main Bldg.

Photography for study or research purpose is allowed in Annex.

Drink in reading rooms & Lounge (Main Bldg. 2nd and 5th floor). *Beverages in the spill proof containers only.

No Eating  *Except for the Lounge on the 5th floor.

- You cannot bring in books that have not been checked out.
- Eating is allowed.
- No UTokyo WiFi.
- Drinks, bread, and snacks can be purchased from vending machines.
- It is available from the time the General Library opens until one hour before closing.
- No UTokyo WiFi.
- You cannot bring in books that have not been checked out.

- Touch your ID to the card reader near the door to enter & exit the stacks.
- Leave your belongings (except wallet & notepaper) in the locker.
- Please note that there are some conditions regarding check out the materials in "Stack (Old Japanese & Chinese Books)."
- Undergraduate student & staff: in library use only
- Postgraduate student & postgraduate research student: in-library use (Advanced application is required to check out)
  * For detail, refer to the General library’s website.
- Check-out & Returning Stack Materials
  - In-library use : 5 vols.
  - Check-out : 3 vols. for 2 weeks (Bound journal: for 1 week)
  *Faculty & Professor Emeritus: 20 vols. for 31 days (Bound journal: for 1 week)
- Return materials at the reception while the counter is closed.
- Don’t return the material at the book post.

- The closing days and opening hours are the same as the main building.
- No UTokyo WiFi.
- Drinks, bread, and snacks can be purchased from vending machines.
- It is available from the time the General Library opens until one hour before closing.
- No UTokyo WiFi.
- You cannot bring in books that have not been checked out.

- Touch your ID to the card reader near the door to enter & exit the stacks.
- Leave your belongings (except wallet & notepaper) in the locker.
- Please note that there are some conditions regarding check out the materials in "Stack (Old Japanese & Chinese Books)."
- Undergraduate student & staff: in library use only
- Postgraduate student & postgraduate research student: in-library use (Advanced application is required to check out)
  * For detail, refer to the General library’s website.
- Check-out & Returning Stack Materials
  - In-library use : 5 vols.
  - Check-out : 3 vols. for 2 weeks (Bound journal: for 1 week)
  *Faculty & Professor Emeritus: 20 vols. for 31 days (Bound journal: for 1 week)
- Return materials at the reception while the counter is closed.
- Don’t return the material at the book post.
Materials which location starts "Gen." are located in the General Library.

Request materials located in the General Library.

OPAC PCs located on the Ground, 3rd and 4th floor.

OPAC Terminals

OPAC location starts with "Gen." or "Gen.Reference 3F." Please refer to the OPAC guide near the terminal.

Other Campuses

The users could request to deliver the books from the other campus to the service counter at the General Library.

The users who belong to the Hongo area campus can order the materials from the libraries within the Hongo area campus through the robotic system.

Automated storage holds a lot of containers with materials, which are retrieved to the Main Building at the service counter at the General Library.

The automated storage in the General Library is under Library Plaza. It is about 41m in depth and can hold about 3 million volumes.

Automated storage is on closed access. Request a material via OPAC in the General Library and it will be available in 5-10 min.

OPAC Terminals

Materials which location starts "Gen." are located in the General Library.

Request materials located in the automated storage via OPAC.

When the material is ready, "Status" on the display at Service Counter is changed to "Ready".

OPAC Terminals

OPAC location starts with "Gen." or "Gen.Reference 3F." Please refer to the OPAC guide near the terminal.

Other Campuses

The users could request to deliver the books from the other campus to the service counter at the General Library.

The users who belong to the Hongo area campus can order the materials from the libraries within the Hongo area campus through the robotic system.

Automated storage holds a lot of containers with materials, which are retrieved to the Main Building at the service counter at the General Library.

The automated storage in the General Library is under Library Plaza. It is about 41m in depth and can hold about 3 million volumes.

Automated storage is on closed access. Request a material via OPAC in the General Library and it will be available in 5-10 min.

Periodicals

Periodicals issued within a year are displayed by category.

This month's newspapers are on display.

Open Area

This area introduces the intellectual assets of the University of Tokyo.

Books for study are located. Older books are in the automated storage.

A variety of artifacts are on display.

Grand Staircase

Location of General Library Materials

Materials in the General Library is located in the following 3 areas:

- Books for study
  - 3rd floor, Main Build.
  - 1st floor, Main Build.
  - Stacks

- Latest journals
  - 1st floor, Main Build.

- Old books (before Edo Era-1950s)
  - Automated Storage

- New Acquisitions
  - Newly acquired books in the latest month at General Library are shelved in this corner.

In the prohibited area with ( ), keyboarding is prohibited.

You can use Seminar Room 1 & 2 as self-study reading room when it has no lectures.

Check-out Machine

Please check out by machines. Also, Check-out Machines are located on 1st and 4th floors.

Take books with CD-ROMs and Oversize to the service counter.

Hall

Books published on UTokyo Bibliopiazza and other works by our faculty members are on display.

The exhibition is held in collaboration with the University of Tokyo Press and the University of Tokyo Co-op.

Reading Room

Power supply is on some desks. Also available in the reading room on the 2nd floor.

In the prohibited area with ( ), keyboarding is prohibited.

Reference Books

A research book is a book intended to be consulted for a specific theme, i.e. literature, terms, name of place, person's name etc. There are dictionaries, encyclopedias, year books, maps, picture books, and so on.

OPAC location starts with "Gen.Reference 3F."

Check-out Machine

Please check out by machines. Also, Check-out Machines are located on 1st and 4th floors.

Take books with CD-ROMs and Oversize to the service counter.

Reference Books

Books for study are located. Older books are in the automated storage.

Books are displayed by call number.

Following books are located separately. Check the location on UTokyo OPAC or floor map in the library.

- Foreign books
- Collected works
- Oversize
- Reference books (dictionary, yearbook, encyclopedia etc.)

New Acquisitions

Newly acquired books in the latest month at General Library are shelved in this corner.