

#### 4 Service Counter

Mon. - Fri. 9:00 - closing hours (Aug. & Mar. : 9:00 - 17:00)

- Check-out & Returning Openshelf & Automated Storage Materials
  - 10 vols. for 2 weeks (Bound journal: for 1 week)
  - \* Including openshelf materials and automated storage materials.
  - In-library use of materials in the automated storage: 5 vols.
  - Request automated storage materials From 9:00 to 30 minutes before the closing hours.
  - Return the material at the reception while the counter is closed. Return the material at the book post while the library is closed.

#### 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

#### 5 Photocopy Machines

- Fill out application form.
- Cash and prepaid cards are accepted.
- Please comply the copyright law.

#### column What is "Automated Storage"?

Automated storage holds a lot of containers with materials, which are retrieved to the Main Building through the robotic system.

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.

#### 6 OPAC Terminals

- Materials which location starts with "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".
- For detail, refer to the guide near the OPAC terminal.
- Also OPAC PCs located on the Ground 3rd and 4th floor.

#### 7 Periodicals

- Periodicals issued within a year are displayed by category. (University bulletins: sorted by university name)
- This month's newspapers are on the shelves.

#### 9 Memorial Room

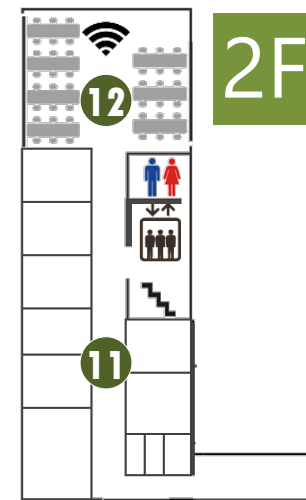
- It is the most historical space in the library.
- The users can use Memorial Room as a reading room.
- A variety of artifacts are on display.

#### 8 Open Area

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

#### 10 Exhibit Room

- We exhibit various materials and artifacts owned by the General Library.
- Exhibits will be announced in the "Events" section of the website and on Twitter.

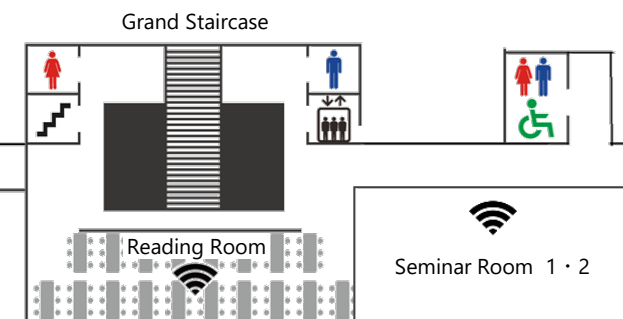


#### 11 Project Box · Soundproof booth

- Project Boxes are a group study room by reservation only.
- The soundproof booths are also private rooms by reservation only.
- You can apply for a reservation from "External link" in MyOPAC.

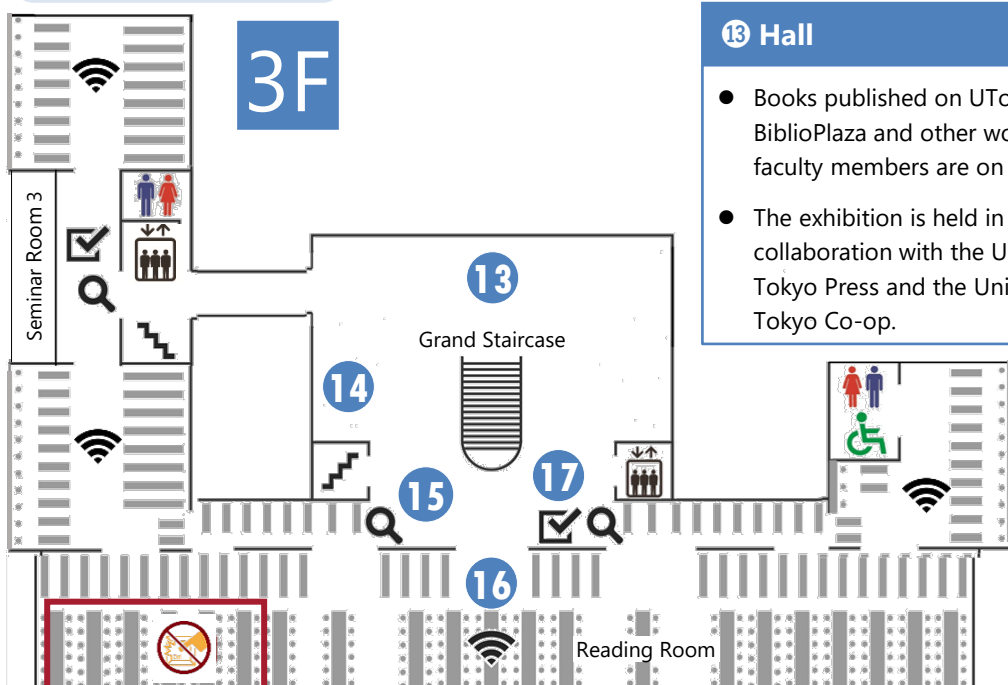
#### 12 ECCS Room

- UTokyo Account holders can use the computers (ECCS terminals).
  - Students: Take the online seminar.
  - Faculty: Apply via UTokyo Account Website.
- Printers are available. Pay by printer cards, Suica & PASMO.
- If you have a question, ask ECCS Tutors.



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

You can use Seminar Room 3 as self-study reading room when it has no lectures.



#### 13 Hall

- Books published on UTokyo BiblioPlaza 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.

#### column Openshelf 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.)


#### 14 New Acquisitions

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

#### 15 Reference Books

- A reference 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."

#### 16 Reading Room

- Power supply is on some desks. (Also available in Seminar Room 1&2 and the reading room on the 2nd floor.)
- In the prohibited area with (  ), keyboarding is prohibited.

#### 17 Check-out Machine

- Please check out by machines. Also Check-out Machine is located on 1st floor.
- Take books with CD-ROMs and Oversize to the service counter.

#### column Location of General Library Materials

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

- Books for study → **3rd. floor, Main Build.**
- Latest journals → **1st floor, Main Build.**
- Old books (before Edo Era-1950s) → **Stacks**
- Books for study & back issues of journals → **Automated Storage**