

18 Asian Research Library

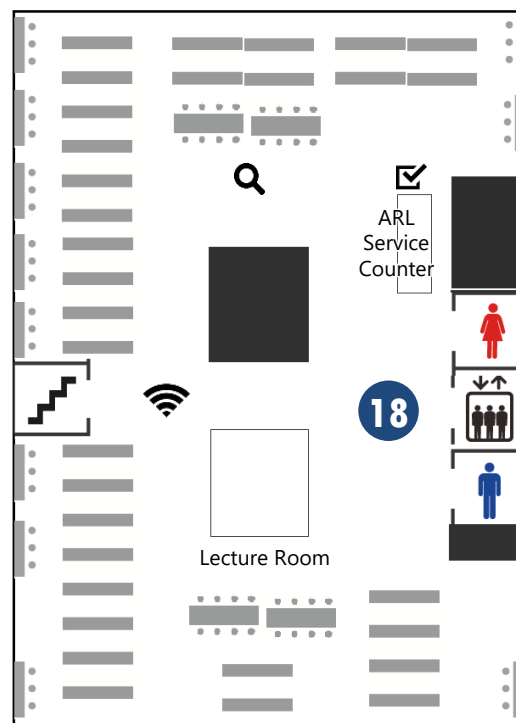
- Check out & Returning Asian Research Library
 - ▣ 10 vols. for 30 days
 - ▣ Materials whose location starts with "Gen. The Asian Research Library 4F" on OPAC have applied the terms.
 - ▣ Loans are counted separately from General Library materials.
 - ▣ When the counter is closed, please use the machine for checkout. The reception on the Ground floor is available for returning materials.
 - ▣ Return materials at the book post while the library is closed.
 - Shelving
 - ▣ Books are organized by region using Asian Research Library's classification.
- *It differs from General Library's shelving system.

column Asian Research Library

Asian Research Library opened on the 4th floor of the Main Building in October which stores academic materials of all fields in Asian regions.

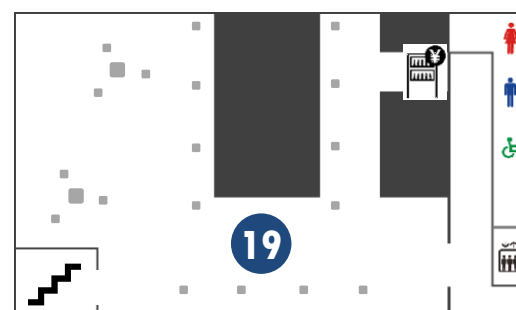
The closing days and opening hours are the same as the main building.

Students or staff ID card holders can borrow the materials.



4F

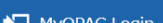
5F



19 Lounge

- Eating is allowed.
- Beverages can be purchased from vending machines.
- It is available from when the General Library opens until one hour before closing.
- No UTokyo WiFi.
- The library materials must be checked out before being brought to this floor.

column What you can do with MyOPAC

- Extend the loan period
 - Reserve books on loan
 - Order books from other campuses
 - Order copies, or books from other universities (Paid Service / Application Required)
 - Place library purchase request
- Click on  MyOPAC Login on the OPAC page.

column General Library Twitter



On @UTokyo_GenLib, we provide information about the General Library and events. Please follow it!



Notes on use of General Library



Phone call is allowed at Lounge (Main Bldg. 2F), elevator halls (Main Bldg. 1F/3F)



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. 2F)
(Beverages in the spill proof containers only)

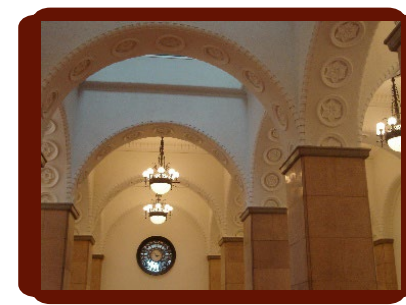


No Eating
*Except for the Lounge on the 5th floor.

General Library Floor Map & Guide

総合図書館

フロアマップ & 利用案内



1 Stacks

Mon.- Fri. 9:00-17:00

- The books acquired around 1960 and before are shelved in "Stack". "Stack (Old Japanese & Chinese Books) contains the fragile old Japanese & Chinese books.
 - 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 the material at the reception while the counter is closed.
 - ▣ Don't return the material at the book post.

2 Reading Room for Stack

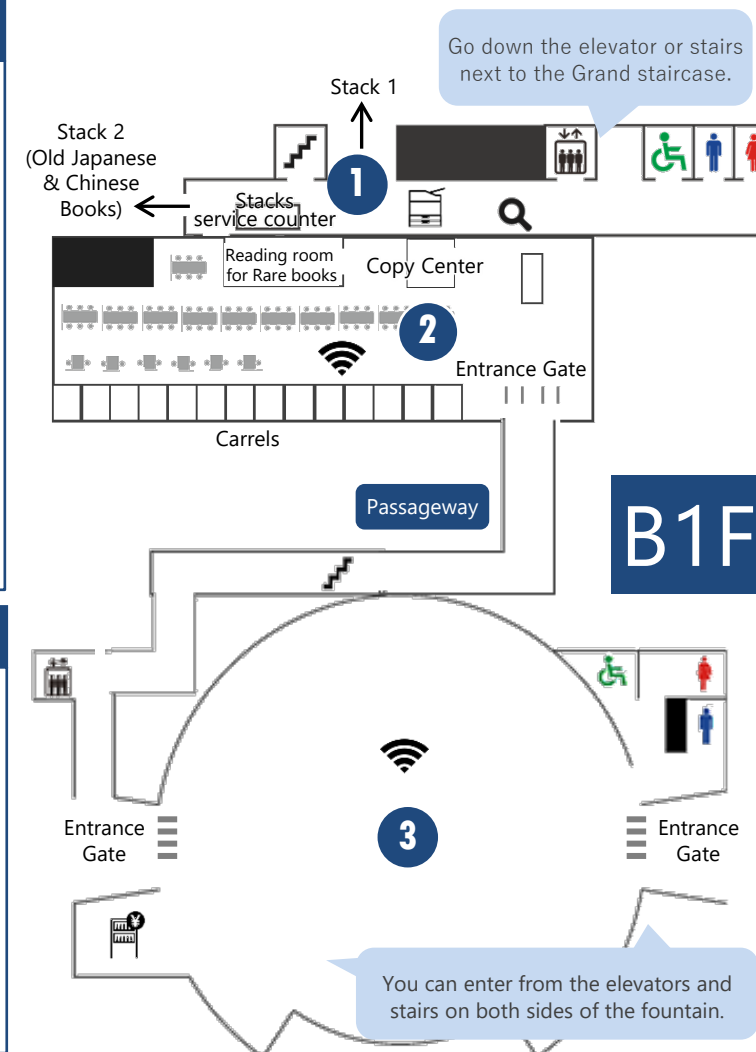
- This room is for reading materials in the stacks. Also, here can be used for self-study.
 - Carrels are available.
 - ▣ Students: Please make a reservation at the B1F counter on the day of your visit.
 - ▣ Researchers: Stack materials are available for use with prior application
- *For detail, refer to the General library's website.
- There is a passageway between the Main Bldg. and the Annex: Library Plaza
- ▣ ID is required to pass.
 - ▣ The library materials must be checked out before going through the passageway.

3 Annex: Library Plaza (LP)

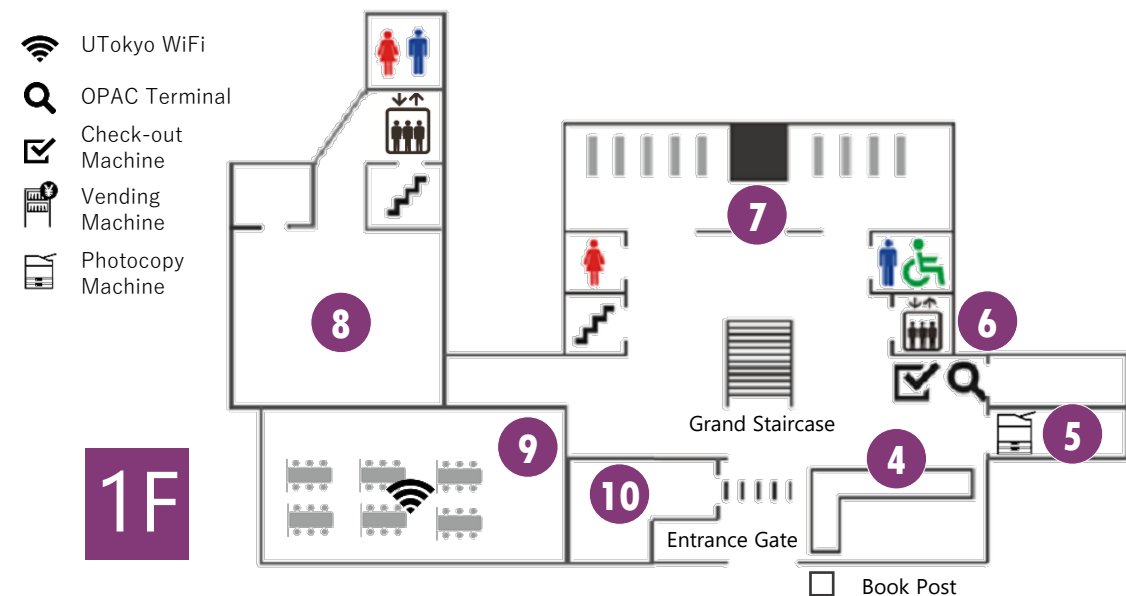
Due to prevent COVID-19, please use Annex as self-study reading room. Quiet phone call and video chat are accepted for study and research purposes.

Originally, how to use

- Learning Commons
- Projectors & extension cords are offered at LP reception.
- Monitor area is available for workshop or event. Reservation is required via General Library website.



B1F



4 Service Counter

9:00 - closing hours

- 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 whose location starts with "Gen" are located in the General Library.
- Request materials located in the automated storage via OPAC. When the material is ready, the "Status" on display at Service Counter is changed to "Ready".
- For detail, refer to the guide near the OPAC terminal.
- Also, OPAC PCs are located on the Ground, 3rd and 4th floors.

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.

8 Open Area

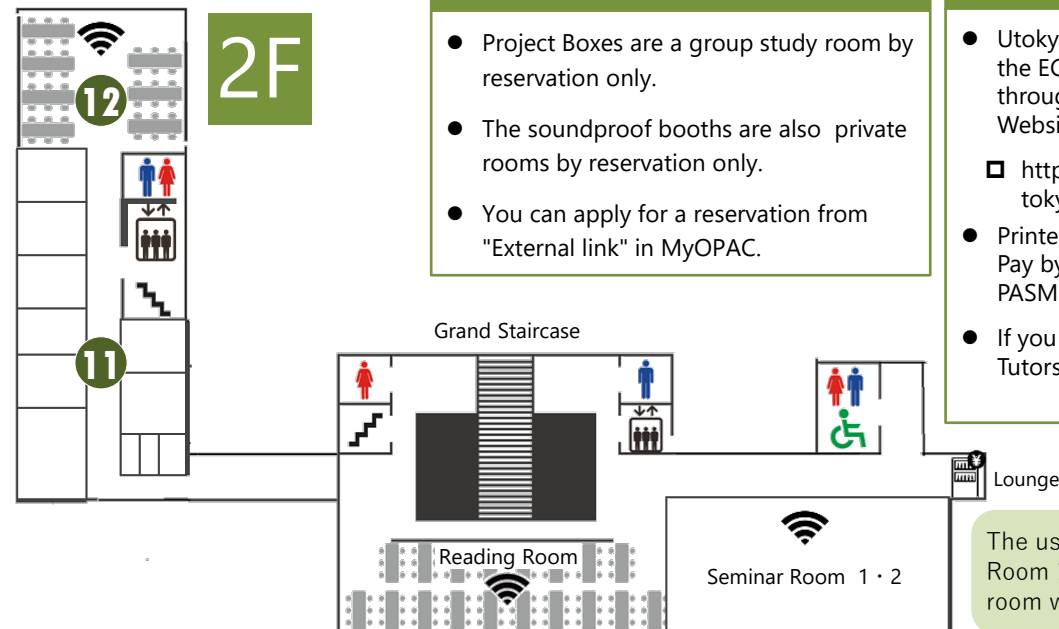
- This area introduces the intellectual assets of the University of Tokyo.

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.

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

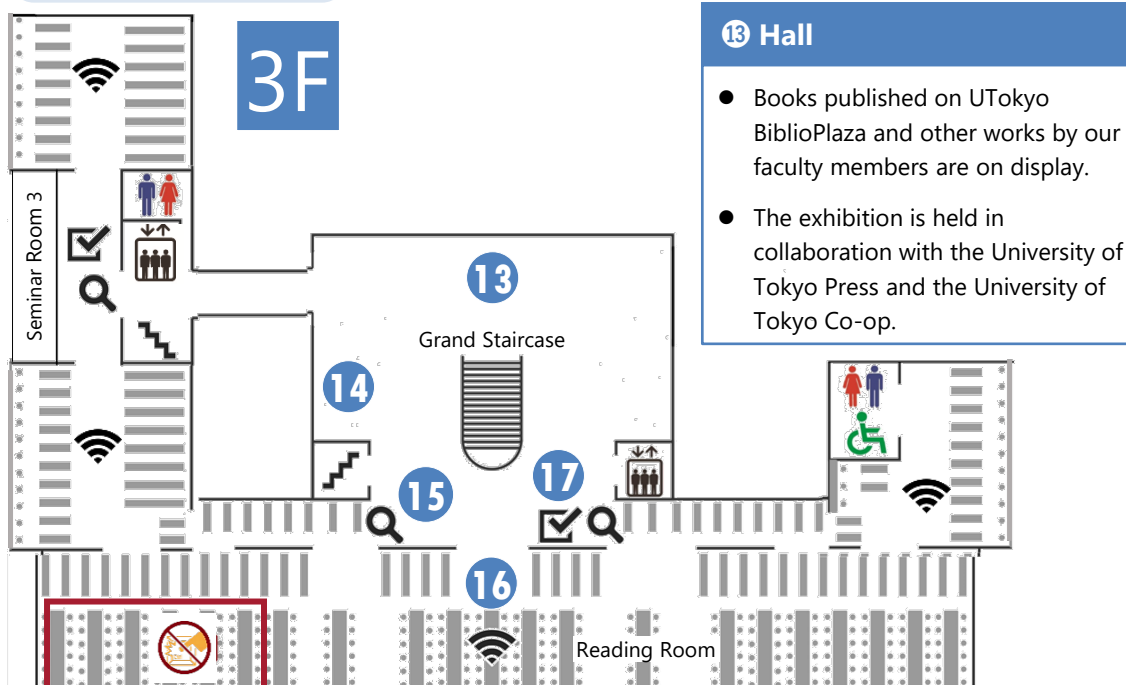
- Project Boxes are a group study room by reservation only.
- The soundproof booths are also private rooms by reservation only.
- You can apply for a reservation from "External link" in MyOPAC.

12 ECCS Room

- Utokyo Account holders can use the ECCS terminals by applying through the ECCS Application Website.
 - ▣ <https://idm.ecc.u-tokyo.ac.jp/idworkflow/>
- Printers are available. Pay by printer cards, Suica & PASMO.
- If you have a problem, ask ECCS Tutors.

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

The users can use Seminar Room 1&2 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 Self-checkout machine

- Please check out by machines. Also, the self-checkout machine is located on the Ground floor.
- Bring the books with CD-ROMs and Oversize books 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**