

2024

How to Use the Komaba Library, the University of Tokyo

Website



X (formerly Twitter)



■ Entering/Leaving the Library

When you use the library, bring your student ID/staff ID/user ID.

*For faculty and staff, a user registration procedure is required.

Entering the Library

Touch the IC/barcode of your ID to the card reader of the entrance gate.

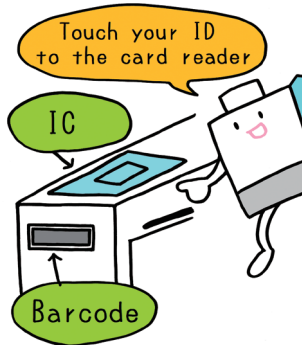
When the ID is successfully read, the gate will open.

Leaving the Library

Leave the library from the exit gate. If the alarm rings and the gate locks, follow the instructions given by the library staff.

If You Lose/Forget Your Student ID/Staff ID/User ID...

By asking the library staff, you can enter the library without your ID card, but cannot borrow books. Lending or borrowing ID cards is prohibited.



If an earthquake occurs:

Stay away from the bookshelves and take refuge under a desk.

During an earthquake, stay on the floor level of where you are.

The library is earthquake-resistant. There is no need to rush outside.

Do not use the elevator since it is dangerous. The library staff will guide you when evacuation from the building is necessary. Calmly follow library staff instructions.

Borrowing

Please bring your ID and books you would like to borrow to the circulation counter.

Maximum Number of Items/Loan Period of the Komaba Library Books and Resources

Students	General Loan	Special Loan (Advance application required)	Loaning of Journals (Komaba I campus students only)
Junior Division	10 items 2 weeks	—	—
Senior Division/ Graduate School		20 items 30 days	3 items until 12:00 of the next day
Renewals /Materials	twice /General books	once /General books & reprinted version of journals	unavailable /Bound or reprinted version of journals

Faculty Staff	General Loan	Research Loan	Loaning of Journals (Komaba I campus staff only)
Full-time Faculty member of the Graduate School of Arts and Sciences/the College of Arts and Sciences	10 items 30 days	50 items until the end of the academic year	3 items until 12:00 of the next day
Others		—	
Renewals /Materials	twice /General books	unavailable /Stack or storage stack room's general books, reprinted version of journals	unavailable /Bound or reprinted version of journals

General Loan

All members of the University of Tokyo are eligible. You cannot borrow journals, syllabus corner books, dictionaries and encyclopedias.

Special Loan

Graduate Students, Graduate Special Research Students, Graduate Auditors, Research Students, Senior Division Students or JSPS Research Fellowship for Young Scientists, and Research Fellows of the Graduate School of Arts and Sciences, etc. who have applied in advance for the purpose of writing a dissertation under the certification of faculty members are eligible.

Loan Extension/Reloan

General Loan/Special Loan books can be extended with MyOPAC (see p.11). Additionally, you can borrow the same book again at the Komaba Library counter even after the maximum number of renewals. These are available only before the due date if no other user has reserved the book.

Research Loan

Research Loan is available for professors, associate professors, full-time lecturers, and research associates who belong to the Graduate School of Arts and Sciences/the College of Arts and Sciences. We will ask you to return the Research Loan books if other users request to use them after your use for over a month.

Loaning of Journals

Following members are eligible:

- Faculty members, Graduate students, Graduate Special Research Students, Graduate Auditors, Research Students or Senior Division Students who belong to the Graduate School of Arts and Sciences, the College of Arts and Sciences and the Graduate School of Mathematical Sciences.
- JSPS Research Fellowship for Young Scientists
- Research Fellow of the Graduate School of Arts and Sciences

Self-checkout Machines

You can check out books with the self-checkout machines on the 1st floor. Only books for General Loan can be checked out.

■ Reservation

You can make a reservation with MyOPAC (see p.11) for books and resources currently being borrowed by someone else so that you will be given priority to borrow them after returning.

■ Photocopying

You can photocopy library books and resources within the limit of the Japanese copyright act. Filling in the application form is required. **Copiers inside the library should be used to photocopy library books and resources only.**

- Location of copy machines: 1F and B2F
- Fee: Black-and-white 10 yen/sheet, Color 50 yen/sheet

■ The Parcel Book Delivery and Mail Photocopy Service

The services are for those who have difficulty visiting the library due to work, infectious disease prevention, injury, illness, etc.
<https://www.lib.u-tokyo.ac.jp/en/library/komaba/user-guide/campus/materials/deliveryservice>



■ Returning

Please return books to the circulation counter or the Book Drop on the right side of the library. The Book Drop is available 24 hours a day.

You can return books to the other UTokyo libraries. Books borrowed from other UTokyo libraries can also be returned to the Komaba Library.

Returning by Post

In case it is difficult to visit the Library to return the books and resources by the due date because of homecoming, sickness or injury, you may contact us in advance and return them by post. However, it is limited to books of the Komaba Library.

- Borrowers are responsible for paying all postage.
- The return date of the books will be the day received at the Komaba Library (excluding Saturdays, Sundays and holidays).
- To prevent stain damage during mailing, pack the books securely with a plastic bag and cushioning materials, and send them by post with tracking service confirmable the delivery status, such as Letter Pack, Yu-Pack.

- Inquiry/Address:

Email: etsuran@lib.c.u-tokyo.ac.jp

TEL: 03-5454-6101 (Reception: Mon.-Fri. 9:00-17:00)

Komaba 3-8-1 Meguro-ku, Tokyo 153-8902

User Service Section, Komaba Library, University of Tokyo

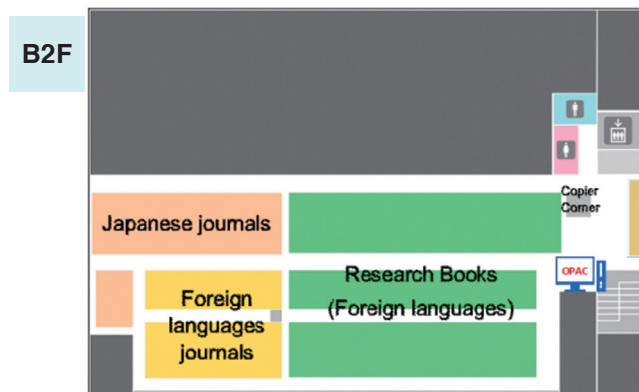
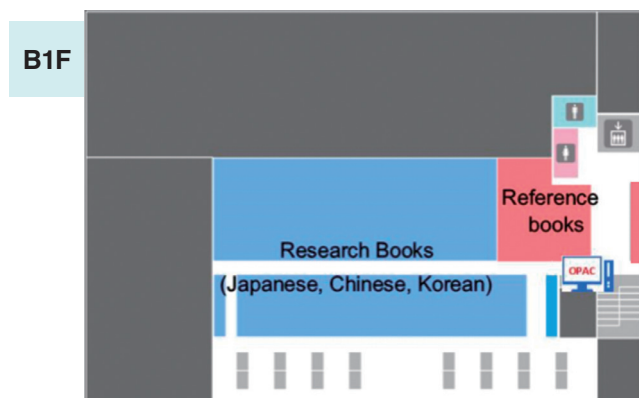
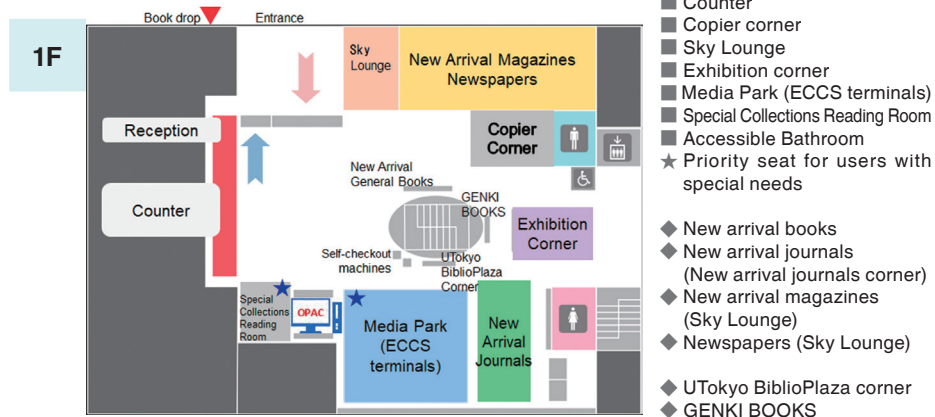
Overdue Penalties

When you have an overdue item, borrowing and renewing other books and resources will be suspended. Moreover, you will get an overdue penalty for the same period of overdue after returning. If you have more than one overdue item, the penalty is according to the longest period.

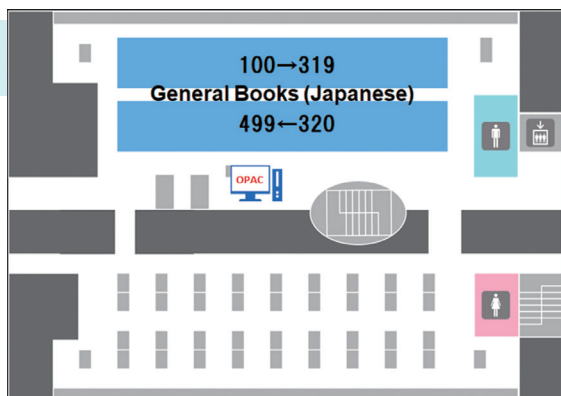
Loss or Damage

Please contact the library staff as soon as possible. In some situations, you will be required to replace the book with a new one.

Floor Guide

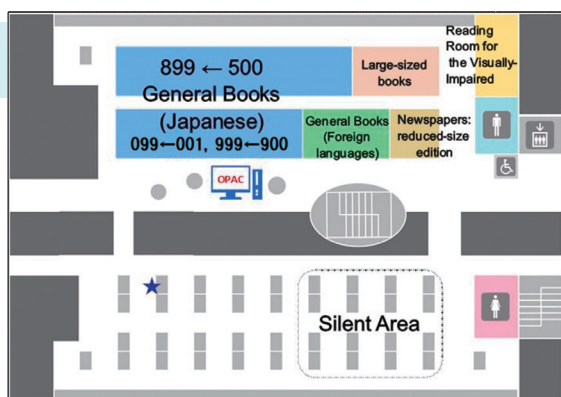


4F



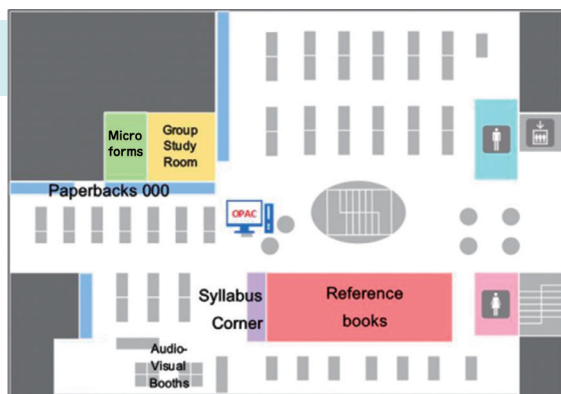
- ◆ General books (Japanese)
Call Nos. 100-499
(Philosophy, History, Social Sciences,
Natural sciences)

3F



- Silent Area
- Reading room for the visually-impaired
- Accessible Bathroom
- ★ Priority seat for users with special needs
- ◆ General books (Japanese)
Call Nos. 001-099, 500-999
(General Works, Technology, Engineering, Industry, Art, Language, Literature)
- ◆ General books (Foreign languages)
Call Nos. 000-999
- ◆ Large-sized books
- ◆ Newspapers: reduced-size edition

2F



- Group Study Room
- AV booths
- ◆ Reference books
- ◆ Books listed in the syllabus (Syllabus corner)
- ◆ Paperbacks
Call No. 000
- ◆ Microforms

*To use Group Study Room, audio-visual materials and microforms, please apply at the 1F counter.

■ To Find Books or Journals

Search by OPAC (Online Public Access Catalog)

If you are looking for a specific book or journal that you know the title or the author name of, the University of Tokyo Library OPAC, a library database, is useful. A search by the OPAC helps you quickly find where the book or journal is located and what the call number is.

The University of Tokyo Library OPAC
https://opac.dl.itc.u-tokyo.ac.jp/opac/opac_search/?lang=1

Screen Image of the University of Tokyo Library OPAC Search Result

Location of the book.

Description about the book.

"Location"
Komaba.Lib.xxx
 are books in the Komaba Library.

"Call No." shows the order of books.

By logging in to MyOPAC, you can apply for book reservations or delivery from other campuses.
 → See p.11-12.

The information on the "Location" and "Call No." tells you where the book or resource you are searching for is located (see p.8-9).

* When "Location" is indicated as **CAS.xxx**, these books and resources are located in the research labs in Komaba I Campus. For more information on access and use, please see the Komaba Library's website.

Books and resources held by departments in Komaba I Campus

<https://www.lib.u-tokyo.ac.jp/en/library/komaba/user-guide/departmentslibrary>

Location of the Komaba Library Books and Resources

"Location" in OPAC	Japanese/ Foreign languages	Type	Floor
Komaba.Lib. 4F.Openshelf	J	Books	4F
Komaba.Lib. 3F.Openshelf	J/F	Books	3F
Komaba.Lib. 3F.Large.	J/F	Large-sized books	
Komaba.Lib. 3F.Newspaper	J	Newspapers: reduced-size edition	
Komaba.Lib. 2F.Openshelf	J	Paperbacks, textbooks of the Open University Japan	2F
Komaba.Lib. 2F.Syllabus	J/F	Books listed in the syllabus	
Komaba.Lib. 2F.Reference	J/F	Reference books	
Komaba.Lib. 2F.AV.	J/F	Audio-visual materials	Apply at the 1F counter
Komaba.Lib. 1F.Counter	J/F	Audio-visual materials	
Komaba.Lib. 1F.Openshelf	J/F	UTokyo BiblioPlaza corner	1F
	J/F	GENKI BOOKS	
Komaba.Lib. B1F.Stack	J	Books	B1F
Komaba.Lib. B1F.Large.	J	Large-sized books	
Komaba.Lib. B1F.Stac-Ref.	J/F	Reference books	
Komaba.Lib. B2F.Stack	F	Books	B2F
Komaba.Lib. B2F.Large.	F	Large-sized books	
Komaba.Lib. Journals	J/F	New arrival magazines	1F Sky Lounge
	J/F	New arrival journals	1F New arrival corner for journals
	J/F	Journals (back numbers)	B2F
Komaba.Lib. Microform	J/F	Microforms	Apply at the 1F counter
Komaba.Lib.Rare.	J/F	Rare books	
Komaba.Lib.Stor.	J/F	Storage books, journals	
Komaba.Lib. Stor-Large.	J/F	Large-sized books	
Komaba.Lib. Stor-Ref.	J/F	Reference books	
Komaba.Lib. Ichiko-Bunko	J/F	Former archives of the Dai-ichi Koto Gakko	

* New arrival books are displayed on the 1st floor for a while.

* Staff assistance is necessary to borrow books stored in the storage stack. Please note that some time is needed to process your application.

Library Books and Resources

Library books and journals differ in location and classification order.

Books

The books are divided into:

● **Japanese books** (books in Japanese, Korean and Chinese)

● **Foreign-language books** (books in non-Asian languages)

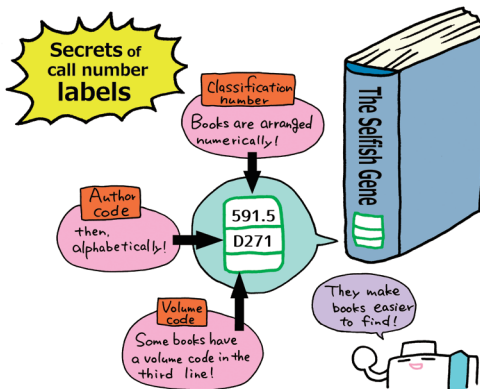
They are further classified and shelved according to their subjects. The Call No. label is affixed to the spine of each book, and it becomes a clue to find a book.

The combination of the following numbers and codes make up the Call No.

Classification number: used to classify books by subject.

Author code: a code based on the author's name.

Volume code: indicates the volume number.
Not all books have this code.



Categories of Books

Japanese Books

(Nippon Decimal Classification)

General works	000
Philosophy	100
History	200
Social sciences	300
Natural sciences	400
Technology	500
Industry	600
The arts	700
Language	800
Literature	900

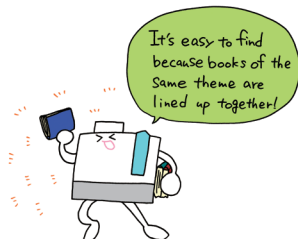
Foreign-languages Books

(Dewey Decimal Classification)

Generalities	000
Philosophy & psychology	100
Religion	200
Social sciences	300
Language	400
Natural sciences & mathematics	500
Technology (Applied sciences)	600
The arts/Fine and decorative arts	700
Literature & rhetoric	800
Geography & history	900

Browsing the Shelves

Books are arranged in the order of the Call No. label. If you stand in front of bookshelves, you can browse books on a certain subject at a glance.



Journals

New issues and back numbers are stocked in different places.

- New journals ⇨ 1F New arrival corner for journals
- New magazines ⇨ 1F Sky Lounge
- Back numbers ⇨ B2F

In each location, journals are shelved in alphabetical order within the following groups.

- Japanese journals
- Chinese journals
- Korean journals
- European language journals
- Cyrillic journals (Russian)
- Bulletin of the Graduate School of Arts and Sciences, the University of Tokyo

E-resources

Many e-resources such as e-journals, e-books, and databases are available online at the UTokyo.

- Database List
<https://www.lib.u-tokyo.ac.jp/en/library/komaba/database>
The list makes it easy to find databases suitable for searching for various information such as articles, newspapers, encyclopedias, dictionaries, precedents, etc.
- E-journal & E-book Portal
<https://www.lib.u-tokyo.ac.jp/en/library/contents/database/1>
Search for electronic journals and books.
- You may access the online resources of the UTokyo from off-campus via “EZproxy.”
<https://www.lib.u-tokyo.ac.jp/en/library/literacy/user-guide/campus/offcampus/ezproxy>
- Guides to search for literature/information
 - YouTube: Tips for Searching Library Books and Resources【Web Seminar】
<https://www.lib.u-tokyo.ac.jp/en/library/komaba/user-guide/campus/guide#WebSeminar>
 - Website: Methods for using Databases
<https://www.lib.u-tokyo.ac.jp/en/library/literacy/user-guide/campus/method>

The “Writing Support” is also informative.

<https://www.lib.u-tokyo.ac.jp/en/library/literacy/user-guide/campus/report>

■ MyOPAC

MyOPAC is your portal for library services. You can log in with your UTokyo Account on the OPAC page.

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

If you do not have a UTokyo Account, log in with your library account (10 digits on the bottom of your IC card or in the middle of the barcode card).

Apply for default password at the circulation counter (Mon.-Fri. 9:00-17:00).

Available services:

- Application for book reservation
- Checking status of loan/reservation
- Extension of the loan period
- Application for book delivery/copies requests
- Making library purchase requests
- Register/change your e-mail address
- Checking loan/return history of the past year

■ Using Books and Resources of other Libraries

If you cannot find the books and resources you need at the Komaba Library, you can visit other libraries and request copies of books and documents. Consult the reference counter and follow the necessary procedures.

Persons eligible:

Faculty members and students of the Graduate School of Arts and Sciences/ the College of Arts and Sciences

- * Depending on your affiliation, the Science Library, Graduate School of Arts and Sciences may be as the point of contact.

Issuing a Letter of Introduction

When you wish to visit the library of other institutions, an appointment and/or a letter of introduction may be required. You can request a letter of introduction by e-mail (cill@lib.c.u-tokyo.ac.jp) or at the reference counter (Mon.-Fri. 9:00-17:00.)

The following libraries offer services under a mutual usage agreement.

- IDE (The Institute of Developing Economies) -JETRO Library (Chiba-City)
- Harvard University Libraries (United States)

Please see the user guide on the Komaba Library website for more details.

Interlibrary Loan and Document Delivery Service

To use paid services, you need to register in advance at your Home (affiliated) Library.

<https://www.lib.u-tokyo.ac.jp/en/library/komaba/user-guide/campus/ill/01>

Payments are available by private expense (cash) or public expense (Management Expenses Grants.)

● Book Delivery (within the university: Free of charge)

Apply from MyOPAC “Reserve” button.

* To request book delivery from the Faculty of Law Library is from the specialized application form.

<https://www.lib.u-tokyo.ac.jp/en/library/komaba/user-guide/campus/ill/04-3>

● Photocopy/PDF Delivery (within the university: Paid Services)

Apply from MyOPAC “Copy”, “PDF” button.

Fee:

- Photocopy: Black-and-white 20 yen/sheet, Color 60 yen/sheet
- PDF viewing: 20 yen/page

● Borrowing books and photocopy delivery (from outside the university: Paid Services)

Apply from MyOPAC “Copy/Loan Request to other institution” menu.

Fee:

- Photocopy: about 30 to 60 yen/sheet + postage fee
- Book loan: about 2,000 yen (postage for roundtrip shipping)

* If the books and resources you need are not available in Japan, you can obtain them from foreign libraries.

NDL Digitized Contents Transmission Service

At the Komaba Library, you can browse the NDL (National Diet Library of Japan) Digital Collections that are not free access and hard to obtain for some reason. These are listed as “Available only at the NDL and partner libraries” in the search result. For photocopy, please request at the reference counter, then the staff will provide according to your application.

Service hours: Mon.-Fri. 9:00-16:50

* Application for copies received after 16:00 and large-volume photocopies may be provided to you the other day.

■ Using Library Facilities

Group Study Room

The Group Study Room can be used by a group (more than 3 people) of students/faculty staff of the UTokyo for studying/learning/researching. If you want to use the room, please ask at the circulation counter.

Media Park (ECCS terminals and printers)

Students, faculty and staff of the UTokyo may use ECCS terminals and printers at the Media Park.

General information on ECCS:

- How to use Educational Campus-wide Computing System (ECCS)
<https://www.ecc.u-tokyo.ac.jp/en/>
- ECCS Users Hand book
https://www.ecc.u-tokyo.ac.jp/announcement/2022/07/14_3438.html
- ECCS Tutors (System Support Assistants) answer your questions.
- Beverages are not permitted in the Media Park.
- The use of the University's computer resources is limited to educational and research purposes only.

Connecting to the Network

You can use UTokyo Wi-Fi to connect your mobile devices to the Internet in the Komaba Library. However, a Wi-Fi connection may sometimes be insufficient, depending on usage conditions.

To use UTokyo Wi-Fi, you need to get UTokyo Account in advance.

- UTokyo Wi-Fi
https://utelecon.adm.u-tokyo.ac.jp/en/utokyo_wifi/

■ Basic Library Guide

This guide offers helpful information for beginners about using the library or writing reports/dissertations. You can learn how to find and obtain library books and resources, or about library facilities and services.

<https://www.lib.u-tokyo.ac.jp/en/library/komaba/user-guide/campus/guide>



■ Eating and Drinking Rules

- The eating and drinking corner in the Sky Lounge on the 1st floor
It is the only place where you can eat and drink in the library. In other areas, food is prohibited. Candy and chewing gum are also not allowed.
- Carrels
Beverages in spill-proof containers are only allowed.
- Near the bookshelves, OPAC Corner, and the Media Park
No beverages are allowed. Do not place beverages on the shelves or desks.

■ Cautions

- The books and resources of the library are the property of the UTokyo.
Please handle them with care.
- After reading the books and journals, please return them to where you found them.
- To maintain a quiet environment, please do not speak in a loud voice or make phone calls.
- Don't leave any valuables, such as wallets, laptop PCs and smartphones unattended, even for a short time.
- You can use the power sockets only to charge devices used for study/research.
Allowed: PCs, tablets, smartphones.
Prohibited: music players, portable game consoles.
- Photographing/filming is prohibited inside the library without permission.
- Smoking is prohibited on campus.

■ Inquiries and contact

- Komaba Library's FAQs.
<https://www.lib.u-tokyo.ac.jp/en/library/komaba/faq>
- The Komaba Library reference counter is open Mon.-Fri. 9:00-17:00.
- ASK Service
You can ask questions online.
<https://opac.dl.itc.u-tokyo.ac.jp/opac/ask/?lang=1>
- The Komaba Library contact information list
<https://www.lib.u-tokyo.ac.jp/en/library/komaba/contact>

For some reasons, there is a possibility that we will change and suspend some services.
Please check our website for the latest information.

Opening Hours

	Mon.-Fri.	Sat./Sun./Holidays
In-semester	8:30 - 22:00 (same for holiday class days)	10:00 - 19:00 During exam period: 9:00 - 21:00
Summer & Spring holiday	8:30 - 20:00	

For further information on opening hours, please visit our website.

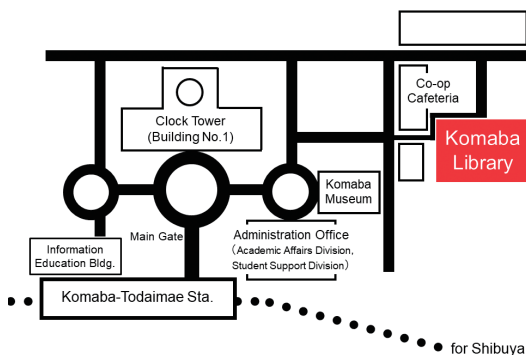
Counter Service Hours

• Borrowing/Returning	Until 10 minutes before closing time
• User registration/Update • Reference service • Issuing reference letter for visits to other libraries • Requests for photocopies/book orders	Mon.-Fri. 9:00 - 17:00
• Paying fees for photocopies, etc.	Mon.-Fri. 9:00 - 16:30
• Browsing rare books etc. • NDL Digitized Contents Transmission Service	Mon.-Fri. 9:00 - 16:50
• Using microforms	Viewing: Mon.-Fri. 9:00 - 16:50 Photocopies: Mon.-Fri. 9:00 - 16:00

Closures

New Year holidays, the entrance examination days, the Komaba Festival, library maintenance and inventory days, power outage or facility inspection days.

👉 Temporary closure will be posted on the library bulletin board, the website, or the X (formerly Twitter) account.



Komaba Library, The University of Tokyo

Komaba 3-8-1, Meguro-ku, Tokyo 〒153-8902 TEL:03-5454-6101

<https://www.lib.u-tokyo.ac.jp/en/library/komaba>

X (formerly Twitter) @UTokyoKomabaLib

YouTube: Komato Channel

https://www.youtube.com/@utokyo_komatochan