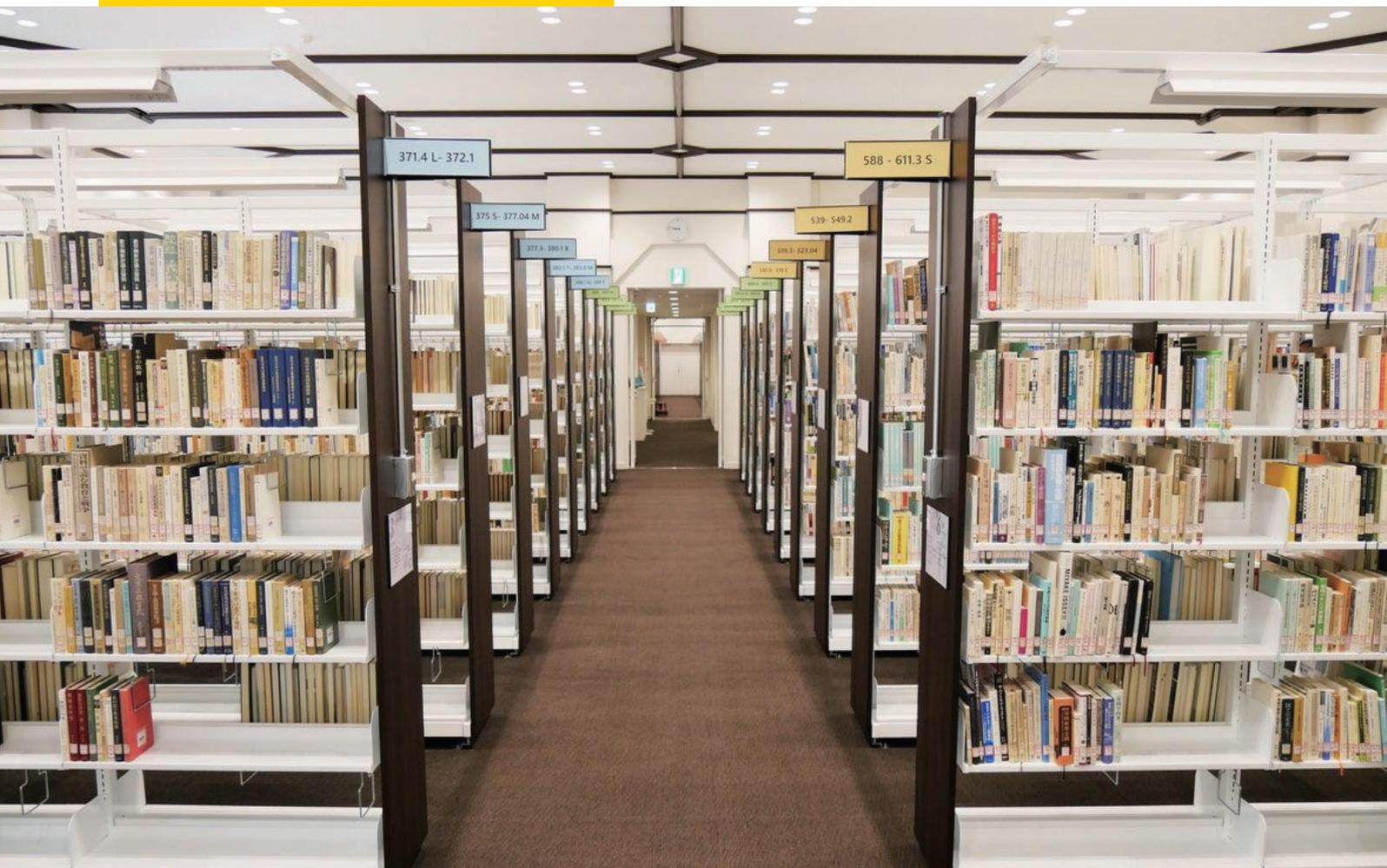


図書館の窓

# The University of Tokyo Library System Bulletin



2026.4  
Vol.64 No.1

## Welcome to the University of Tokyo

### Special Issue Introducing the Library

University of Tokyo Library System User's Guide 2026

Utilize E-resources and Reference Manager

Copying and Copyright

Explanation of Spaces on Campus Where You Can Speak

For first-time users

# University of Tokyo Library System User's Guide 2026

The University of Tokyo Library System is one of the largest library systems in Japan. It includes three **Main Libraries**: General Library on the Hongo Campus, Komaba Library on the Komaba Campus, Kashiwa Library on the Kashiwa Campus, as well as 27 **department libraries** for each faculty.

Welcome to  
the University of  
Tokyo!



**Make use of it!**

## What is a “Home Library”?

Every current University of Tokyo member has their own “Home Library,” the library of the department or faculty to which they belong. (All first-year students have Komaba Library as their Home Library.) You can utilize various services at your Home Library, such as receiving items requested from other UTokyo libraries. Please feel free to contact your Home Library when you have any problems.

\* If your research base is far from your Home Library, you are welcome to ask librarians at the library near your research base.

## UTokyo Wi-Fi

UTokyo members can use UTokyo Wi-Fi, a wireless LAN service on the campus.

UTokyo Wi-Fi is available in the Main Libraries and some department libraries.

It requires a UTokyo Wi-Fi account. Check the following website to create your account.



UTokyo Wi-Fi

[https://utelecon.adm.u-tokyo.ac.jp/en/utokyo\\_wifi/](https://utelecon.adm.u-tokyo.ac.jp/en/utokyo_wifi/)

## Main Libraries

### Komaba Campus Komaba Library

\*Also serves as the Graduate School of Arts and Sciences Library.

The Komaba Library is the most familiar library for many first-year students. The library, with 4 floors above ground and 2 floors below ground, is equipped with a range of books (about 710,000 copies), journals (about 6,100 titles), and study spaces such as 1,076 reading desks and Group Study Room. ECCS terminals are also available.

Sky Lounge on the 1F has magazines you can read casually to take a break from studying. The reading seats under the open atrium on the 2F or the reading seats on the B1F, where you can see the adjacent Yanaihara Park, are popular. We hope the library will become your favorite place.



To learn more about using the Komaba Library, visit the website and check the “Basic Library Guide.”

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

Basic Library Guide



Komato-chan, a character of  
the Komaba Library



## Hongo Campus

# General Library

The General Library is one of the largest libraries in the University of Tokyo, with approximately 1.5 million collections and 1,111 reading seats. In addition to reading seats for quiet study, the main building features “Sound Proof Booths” that are ideal for speaking during online classes or language learning and “Project Boxes” for group study\*. The Library Plaza in the Annex also offers spaces for conversation and holds events such as seminars. We hope you make the most of the library’s facilities and services to suit your learning, research style, and campus life.

\* Reservations via MyOPAC are required to use the Sound Proof Booths and the Project Boxes.

The current General Library main building was reconstructed in 1928 after the old building burned down during the Great Kanto Earthquake. The building, designed by Yoshikazu Uchida (later the 14th University president), is considered a masterpiece of architectural history. Renovation work was carried out from 2015 to 2020 to provide a learning environment suitable for the current age while restoring the original design of the building.



For up-to-date information, see the General Library website.

■ General Library website  
<https://www.lib.u-tokyo.ac.jp/en/library/general>



## Kashiwa Campus

# Kashiwa Library

The Kashiwa Library is the glass-walled building on the left as you enter the main gate of the Kashiwa Campus. Several conference facilities and relaxing Rest Corner are on the 1F, and open shelves stocked with materials for study or research are on the 2F. The automated closed stacks contain 400,000 back issues of natural science journals.

The Library features Speaking Booth for individual use in online meetings or language learning, Seminar Rooms that accommodate from 1 up to 24 people, and Knowledge Work Studio for group study.

We also organize events such as “Science Café” and “Mini-Concert”. Please feel free to use the library for self-study, or as a place to take a break from classes and research.



For up-to-date information, see the Kashiwa Library website.

■ Kashiwa Library website  
<https://www.lib.u-tokyo.ac.jp/en/library/kashiwa>



## Using the UTokyo libraries

### Opening hours and closing days – Check the website for the latest information!



- Each library has different opening hours and closing days. Before visiting a library, be sure to check its website.
- The “Libraries” page of the UTokyo Library System website is useful for accessing each library’s website.

University of Tokyo Library System Website  
<https://www.lib.u-tokyo.ac.jp/en>



### Required procedures before use

#### Students

Register your e-mail address in UTAS.

#### Faculty and Staff

Complete the required procedures in your Home Library.

Your student/staff ID card can be used as a library card.



Please remember to bring your ID card!

### For borrowing books

#### General, Komaba, and Kashiwa Libraries (Main Libraries)

You can borrow up to 10 items per library for 2 weeks. However, depending on the type of material and your status, the loan period may differ. For details, please check the website.

#### Department Libraries

Department libraries may have local borrowing rules that differ from Main Libraries. See the guidelines on each library’s website or ask the librarian for details.

### Returning books

- Except for certain materials, items borrowed from any campus library may be returned to any UTokyo library.
- If you have overdue materials, a loan suspension period may be imposed based on the number of days overdue.  
**Keep the due dates!**

### Need help? Ask us on our website.

ASK Service, the online library reference service, allows you to ask questions about books, articles, and information searches. Answers are provided by e-mail.

\* Accessible from the top menu of the University of Tokyo Library System website.

University of Tokyo Library System ASK Service  
<https://opac.dl.itc.u-tokyo.ac.jp/opac/ask/?lang=1>



### The library’s diversity & inclusion initiatives



#### For those with difficulty reading and listening

You can use a digitization service for print disabilities, request “Data Transmission Service for Persons with Print Disabilities” to the National Diet Library, and use a magnifying reading machine and a writing board for communication.

#### For those with children

The General, Komaba, or Kashiwa Library (Main Libraries) are available. Please inquire also at your Home Library or the library you plan to use. Contact each library for details!

## Searching for materials - Let's use UTokyo OPAC !

UTokyo OPAC is the search and discovery tool for the collections of UTokyo libraries. You can use UTokyo OPAC to search for physical holdings of most UTokyo libraries and electronic resources, including e-books and e-journals, to which the university subscribes.



UTokyo OPAC  
[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)



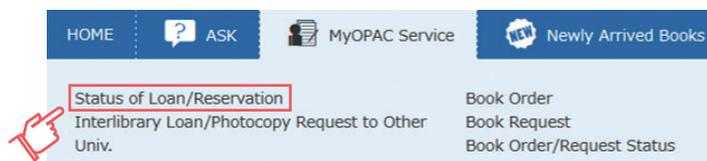
## “MyOPAC” for more convenience

Sign in to the MyOPAC with your UTokyo Account to receive the following services.



### ① Check the “Status of Loan/Reservation” and renew the loan period

You can check the materials you have borrowed or reserved on the “Status of Loan/Reservation” page. You can also renew your loans unless the items are reserved by other users, are overdue, or have already reached the maximum number of renewals.



### ② Request and reserve items

#### Reserve

You can reserve items on loan via MyOPAC and request items from any UTokyo libraries to your Home Library or the Main Libraries for free.

#### Copy / PDF

You can request physical copies or PDF scans of book chapters and journal articles. This is a paid service. To use it, you need to register with your Home Library first.

\* Some libraries do not provide PDF scan service. PDFs can be viewed and printed within the University of Tokyo campuses.

\* The viewing period for PDFs is usually two weeks from the date you receive the email notification from the library. Please be aware of the viewing period when submitting your request.

#### Hongo Campus

Location	Volume	Call No.	Barcode No.	Status	Collection	Printed	Comments	Copy	PDF	Reserve
Gen.Openshelf 3F		448.9:I74	0014865372					Copy		Reserve
Eng.1A Civil.Lib.		OC:i02	1012010755				教員推薦図書コーナー	Copy	PDF	Reserve
Eng.1B Archi.Lib.		138-0:I.4	1011998521					Copy	PDF	Reserve

★ You can make copies of library materials yourself using the library’s copy machine, within the limits permitted by copyright law. For details, please refer to pp.7–8 ‘Copying and Copyright’.

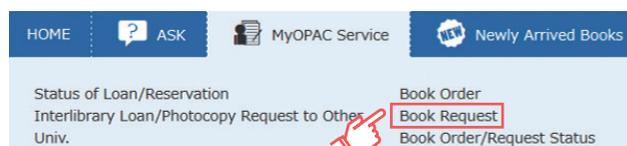


### ③ Request the library book purchase



If the library does not have a book you need, you can request your Home Library or the Main Libraries to purchase it using the “Book Request” form\*.

\* Please note that requested books may not be purchased due to library restrictions or budget constraints.




If you are not sure, check the User's guide for MyOPAC Delivery Request Service.

[https://opac.dl.itc.u-tokyo.ac.jp/webreq/ill/e-ill\\_help.html](https://opac.dl.itc.u-tokyo.ac.jp/webreq/ill/e-ill_help.html)



Be sure to sign out when you finish using MyOPAC.

# Utilize E-resources and Reference Manager

The UTokyo libraries provide not only printed resources but also electronic ones. The UTokyo members can use e-resources (e-journals, e-books, databases, etc.) and reference management software on and off campus.



## What's "e-resource"?

### ■ E-journal

E-journals, also called online journals, are academic journals that can be read online. One feature of e-journals is that they are accessible immediately without the time required to print, publish, and ship them like printed journals.

e.g. Journals such as *Nature*, *Cell*, etc.

### ■ E-book

E-books can be read online with your PC or other digital devices. Most e-books we provide are academic ones. They have features such as containing audio and video material and being text-searchable.

e.g. Books such as *Molecular Biology of the Cell*, *Capital in the Twenty-First Century*, etc.



E-journals and e-books can be searched through the UTokyo OPAC or E-journal & E-book Portal.

### ■ Database

A database is an organized mass of data that allows you to search for the necessary information. Each database has a different search target, so try to find and choose an appropriate one for your purpose.

e.g. Purpose

Database Name

Search for Japanese articles	➔ CiNii Research
Search for international articles	➔ Web of Science Core Collection
Search for Japanese newspaper articles	➔ Asahi Shimbun Cross-Search / Yomidas Maisaku / Nikkei Telecom 21
Find various dictionaries and encyclopedias	➔ JapanKnowledge Lib
Find Japanese legal precedents	➔ LEX/DB Internet
Find articles in medicine published in Japan	➔ Ichushi-Web
Find articles and patents in chemistry and pharmacology	➔ CAS SciFinder Discovery Platform
Search articles and books available at the University of Tokyo all together	➔ TREE

\* The databases listed above are just examples. Various databases are available for the same purpose or other purposes. See page 6 for information on how to find the database that best suits your purpose.

### ⚠ Notes on the use of e-resources

Some e-resources limit the number of users who can use them simultaneously. Be sure to sign out when you finish using them. Any unauthorized use of e-resources, such as making them available to persons outside the University of Tokyo or mass downloading, is prohibited. If unauthorized use is suspected, the use of e-resources will be suspended throughout the University, hindering the study and research of many people. Users should pay the utmost caution.

#### ■ Electronic Resources Usage Policy

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

This page details specific examples of unauthorized use and precautions for use. Be sure to read this page before using e-resources!



Please use them appropriately!

## ◎ Search for databases

The library's website has a "Database List" page that lists the databases available at the University of Tokyo. On the page, you can search for and use all the e-resources listed on page 5.

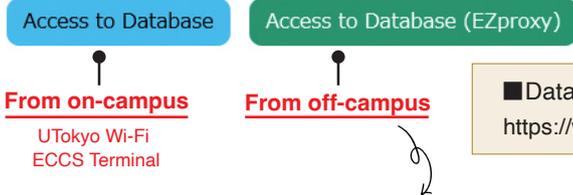
In addition to database names, database descriptions are also searchable in the "Keyword" field, so you may find unexpected databases by entering the keywords that represent your interest.

### CiNii Research

Off-Campus Open

#### To use it

Click on the "Access to Database" button under the database name.



#### Database List

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



## ◎ Use e-resources from off-campus

If you are using e-resources from off-campus, such as from home, please sign in to the "EZproxy" service. A UTokyo Account is required to sign in to EZproxy.

Some e-resources are on-campus access only or their off-campus access is granted to limited UTokyo members.

\*The method for off-campus access is scheduled to change around August 2026. Details will be announced on the library's website once they are finalized.

#### Using EZproxy

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



## Using reference management software

From now on, you will be tackling many assignments and writing many reports. When writing reports and articles, you will need to list the references you have used at the end of your text.

Reference management software is a useful tool that will save you time when creating the bibliography list that accompanies each report. You can also easily import reference information collected from databases and other sources, and organize it by dividing it into folders and tagging it.

There is also free reference management software, but for those affiliated with the University of Tokyo, you can use three tools—RefWorks, Mendeley, and EndNote online—in their academic versions (institutional contract versions). These versions offer advantages such as larger storage capacity compared to the free versions. Please make use of them.

You can register to use RefWorks, Mendeley, and EndNote online from this web page.

#### Reference management software

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



**"E-resources and reference management software seem useful, but I don't know how to use them..." If so, please join our regular training sessions.**

### Literacy

The "Literacy" site on the library's website is where you can search for, use, and learn about academic information available at the University of Tokyo. All the e-resources and websites introduced on this page can be accessed from Literacy, where you can find information on methods for using databases and how to write reports and papers.

#### Literacy

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



#### Regular training sessions

We offer training sessions, mainly online, to help you find articles and learn how to utilize databases in various fields of specialties. You can see the upcoming schedule on the Training Session page and apply to participate on the Event page. Please feel free to join us.

# Copying and Copyright

Protect copyright and make the most of your library!

Making a copy of materials is a key part of library use. Do you know why there are so many rules for copying materials? What is exactly “copying within copyright limits”? Let's think about those questions together!



## Libraries and copyright

Materials in the library are protected by the Copyright Act. Copying materials in the library is permitted under Article 31 of the Copyright Act, but only in the following cases.

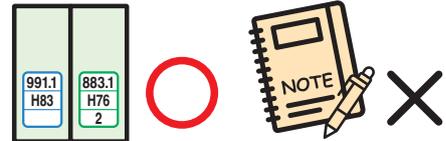
- For research or study purposes
- Only one copy per person
- Only a part of the work (generally less than half)



\* If you want to make some copies for commercial purposes or beyond these limits, you need permission from the copyright holder.

## Materials you can copy in the library

The library's copy machine is intended for copying **materials held by the library**. You cannot use it to copy your own materials or notebooks.



## Some examples of “within copyright limits”

	Books	Journals (Periodicals)	
Copying OK	Part of the work (No more than half) For collections of papers, up to half of each paper	Latest issue	After a certain period (3 months) After the next issue is published
		↓	↓
		Up to <u>half</u> of one journal article	The entire journal article

For example... A journal published on April 1, 2026

Annual publication

⌚ After 3 months (from July 1, 2026), you can copy the entire journal articles.

Monthly publication

⌚ After the next issue (May 2026 issue) is published, you can copy the entire journal articles.

**Check!**



## How copyright protection period is calculated

■ Agency for Cultural Affairs, “Q&A on the extension of the term of copyright protection for works (in Japanese)”  
[https://www.bunka.go.jp/seisaku/chosakuken/hokaisei/kantaiheiyo\\_chosakuken/1411890.html](https://www.bunka.go.jp/seisaku/chosakuken/hokaisei/kantaiheiyo_chosakuken/1411890.html)

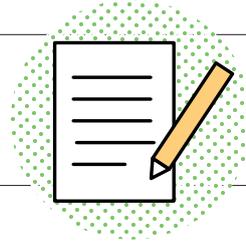


## How to apply for copying

01

**Fill out the application form.**

\*Please check the range you are allowed to copy yourself.



02

**Submit it at the library counter.**

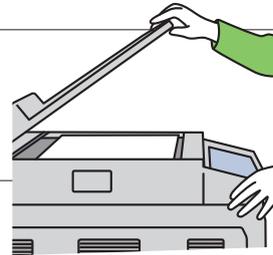


03

**Make copies using the copy machine.**



Most libraries accept cash or copy cards. Please check with your library.



You may not take pictures of materials by digital camera or cell phone instead of making copies on the copier.

## Let's think about copyright!



I need some copies for my group work, so I'll make copies for each member.



Copying in the library is only permitted for personal study or research. It is a copyright infringement to distribute some copies to others.



It's a hassle to go somewhere else just to copy notebooks. Can I use the library's copy machine?



Sorry, you cannot use it for such a purpose because it is for copying materials held by the library.



The copyright on this book has expired. Can I copy all the pages?



In that case, you can copy all pages, but there is some exception. For example, you cannot do so due to condition of materials.



**If you have any questions, please ask a staff at your Home Library!**

Can be used for online classes and remote meetings!

# Explanation of spaces on campus where you can speak

Online classes and remote meetings have become commonplace these days. However, if you have a face-to-face class or other commitments on campus on the same day, finding a space can be a challenge. This page introduces spaces on campus where you can speak freely, which you can use in such situations.



## List of classrooms available for online classes / utelecon

As the name suggests, this is a list of classrooms available for online classes. You can also narrow down your search by campus, availability of UTokyo Wi-Fi, and available hours. Please note that some locations have limited availability or do not allow speaking!

<https://utelecon.adm.u-tokyo.ac.jp/oc/rooms/>  
(in Japanese)



For a variety of purposes

## The facilities in the library where you can speak

We will introduce the spaces where you can speak at each Main Library.  
For details on how to use the spaces, please check the links or QR codes.

<b>General Library</b> (Hongo campus)	<b>Sound Proof Booth [For one person]</b> <a href="https://www.lib.u-tokyo.ac.jp/en/library/general/user-guide/facilities/sound">https://www.lib.u-tokyo.ac.jp/en/library/general/user-guide/facilities/sound</a>	<b>Reservation required</b>		
	<b>Project Box [For 3-15 people]</b> <a href="https://www.lib.u-tokyo.ac.jp/en/library/general/user-guide/facilities/project">https://www.lib.u-tokyo.ac.jp/en/library/general/user-guide/facilities/project</a>			
	<b>Library Plaza (LP), Annex</b> <a href="https://www.lib.u-tokyo.ac.jp/en/library/general/user-guide/library-plaza">https://www.lib.u-tokyo.ac.jp/en/library/general/user-guide/library-plaza</a>			
<b>Komaba Library</b> (Komaba campus)	<b>Group Study Room [For 3-12 people]</b> <a href="https://www.lib.u-tokyo.ac.jp/en/library/komaba/user-guide/facilities/groupstudyroom">https://www.lib.u-tokyo.ac.jp/en/library/komaba/user-guide/facilities/groupstudyroom</a>	<b>Reservation required</b>		
<b>Kashiwa Library</b> (Kashiwa campus)	<b>Knowledge Work Studio</b> <a href="https://www.lib.u-tokyo.ac.jp/en/library/kashiwa/user-guide/floorguide">https://www.lib.u-tokyo.ac.jp/en/library/kashiwa/user-guide/floorguide</a>			
	<b>Speaking Booth [For one person]</b> <b>Seminar Room [For 1-24 people]</b> <a href="https://www.lib.u-tokyo.ac.jp/en/library/kashiwa/user-guide/facility">https://www.lib.u-tokyo.ac.jp/en/library/kashiwa/user-guide/facility</a>	<b>Reservation required</b>		

## Rest area where you can eat

- General Lib. 5F Lounge
- Komaba Lib. 1F Sky Lounge \*Talking is not allowed
- Kashiwa Lib. 1F Rest Corner
- 1F Community Salon

Some department libraries have spaces where you can talk or rest areas where you can eat and drink. Instead of limiting yourself to these places, try exploring the libraries you regularly use; you might find your favorite spot...



The status of services in this bulletin is as of March 2026. Please check the website of each library for the latest information.

The University of Tokyo Library System Bulletin Vol. 64 No. 1 (Whole number 464)

Published on March 31st, 2026

Publisher: Tsutomu OYAMA

Editor: University of Tokyo Library System Public Relations Committee

Published by University of Tokyo Library System

113-0033 7 Chome-3-1 Hongo, Bunkyo, Tokyo

TEL: 03(5841)2612 E-mail: kikaku@lib.u-tokyo.ac.jp



Back Numbers