Tokai University Library (Central Library)
General Guide

Welcome to Tokai University Library
This page is a basic guide on how to use the library.
More detailed information is available from the library staff.
When you access our website from outside Tokai University, there are restrictions on the following pages.

INDEX
1. Library Hours
2. Rules in the Library
3. Find/Search materials
4. Lending Policies
5. Other Services
6. For Visitors and external users

===Libraries at Shonan Campus===

<table>
<thead>
<tr>
<th>Library</th>
<th>Location</th>
<th>Holdings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Library</td>
<td>Bldg. No.4 2F</td>
<td>Cultural and specialized Books / Periodicals / Audio-Visual materials</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(All fields • General)</td>
</tr>
<tr>
<td>Library Bldg. 11</td>
<td>Bldg. No.11 1F</td>
<td>Specialized Books / Periodicals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Literature, Economics and Law)</td>
</tr>
<tr>
<td>Library Bldg. 12</td>
<td>Bldg. No.12 2F</td>
<td>Specialized Books / Periodicals / Audio-Visual materials</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Science, Technology and Engineering)</td>
</tr>
<tr>
<td>Library Bldg. 13</td>
<td>Bldg. No.13 2F</td>
<td>Specialized Books / Periodicals / Audio-Visual materials</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Art, Music, and Social Science)</td>
</tr>
</tbody>
</table>

1. Library Hours

<table>
<thead>
<tr>
<th>Services</th>
<th>Day</th>
<th>Regular Hours</th>
<th>Holiday Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Hours</td>
<td>Mon.-Fri.</td>
<td>9:00 – 22:00</td>
<td>9:00 – 17:00</td>
</tr>
<tr>
<td></td>
<td>Sat.</td>
<td>9:00 – 19:00</td>
<td>9:00 – 16:00</td>
</tr>
<tr>
<td>Free Reading Room (Central Library)</td>
<td>Mon.-Sat.</td>
<td>9:00 – 22:30</td>
<td>Closed</td>
</tr>
<tr>
<td>Audio-Visual Room or Booths</td>
<td>Mon.-Fri.</td>
<td>9:00 – 21:50</td>
<td>9:00 – 17:00</td>
</tr>
<tr>
<td></td>
<td>Sat.</td>
<td>9:00 – 18:50</td>
<td>9:00 – 16:00</td>
</tr>
</tbody>
</table>
Closed: Sunday/ National Holidays* / Certain periods of the Summer, Winter and Spring Vacations.
All schedule changes will be posted on the board of each library’s calendar. 
Please visit our website to check the latest Library Calendar.
*Libraries are open when classes are held on some holidays.

2. Rules in the Library
Student / Staff ID is required to use library services. Please do not forget to bring your ID with you.

Notes
✔ We do not take any responsibility for any accidents, lost or stolen items in the libraries.
✔ Please handle books, materials and equipment carefully.
✔ Smoking and eating in the libraries and Free Reading Room are prohibited.
✔ Drinking the following beverages in the library are permitted ONLY around the reading tables.
  Permitted ○ Plastic bottle (using a screw-top bottle), a spill-proof cup or a thermos.
  Prohibited × Drink boxes, Cartons, Using straws and drinks without a lid.
☆ Please help us keep it clean and separation and disposal of garbage.
✔ Please do not talk on your mobile phone in the library.
✔ You may use a coin locker for one day.
✔ It is prohibited to lend books from the university library to others.

3. Find/Search materials

TIME-OPAC   Tokai Information Media Enterprise Online Public Access Catalog

You can search for all books and materials available in the Tokai University Library system (7 Campus) using TIME-OPAC.

CiNii Books/Articles

CiNii is a system for searching the union catalog database of books and journals held by the libraries of universities and other institutions in Japan.

How to find the materials in “TIME-OPAC”
Please look at the “Holding Library” and “Holding Location”. Holding Location shows where the materials are.

Open-Shelf Books = 開架室・開架
Go to the bookshelf where the Call Number is designated and you may use the books.
After use, books should be returned to the bookshelf where you found them, or to the return desk.
Closed-Shelf Books = 書庫・貴重書庫・桃園・閉架 et al.
Undergraduate students may not enter the Closed -shelf area.
Apply at the circulation desk with your student ID card or Library card.
After use, books should be returned to the Library staff.

Reference Books = 参考室・参考コーナー (some of them are kept in the closed-shelf area)
They have the Call Number with “R” at the head. They are Non-circulating materials.
Go to the reference books corner for 参考・参考室・参考コーナー, apply at the circulation desk for 書庫 books.

Periodicals = 雑誌室・和雑誌・洋雑誌・雑誌開架・雑誌閉架
Current issues of principal titles are available at the open-shelf periodical corner.
Issues or titles which cannot be found in the open-shelf area may be placed in the closed-shelf.
Apply at the circulation desk.

◆Look for other materials

Newspapers
Newspapers of the day are available at the newspaper corner of each library.
Back issues are kept for a certain period. Some of them are kept by the reduced-size edition,
micro-edition, or available online databases. To see more information, click HERE or inquire at
the circulation desk.

Audio-Visual Materials
Audio-Visual Materials are available at the audio-visual booth of Central Library, Library Bldg.12
and Library Bldg. 13. Please see each library’s information for details about audio-visual collections.
You can search audio-visual materials by TiME-OPAC.
Audio-Visual Materials can only be used in the library. ( except for the Library Bldg 13).

4. Lending Policies

<table>
<thead>
<tr>
<th>User *1</th>
<th>Number of Books</th>
<th>Loan Period *2</th>
<th>Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Students</td>
<td>Up to 10 *3</td>
<td>2 weeks</td>
<td>Available</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>Up to 20</td>
<td>3 months</td>
<td>NO</td>
</tr>
</tbody>
</table>

*1: Depend on your faculty, affiliation and status, you may need to follow a special procedure to
register. Please ask the library staff details with your ID card.
*2: You can’t borrow over your term of validity at Tokai University.
*3: You can borrow up to 40 books at Shonan campus. (up to 10 books × 4 Libraries)
◆ Check Out
Present your student ID card or Tokai University Library Card and the books you wish to check out at the circulation desk.

⚠️ NON-CIRCULATING MATERIALS
Reference Books / Rare Books / Books in Special Collections / Periodicals / Newspapers / Audio-Visual Materials

◆ Return
Return all items you have borrowed by the due date to the circulation desk.
When the library is closed, books may be returned through the “Return Book Post” outside the library entrance. The returning day will be the next opening day.
Please don’t return borrowed books directly to the shelves.

◆ Multi-point Return Service
Books could be returned to any of the four libraries at Shonan Campus despite the place of check out. (Except for Inter Library Loan (Books))

◆ Renew (Undergraduate students ONLY)
To renew a book, you must bring it and your ID to the circulation desk at which you checked it out during the loan period. Book renewal may be done only ONCE for an additional two-week periods.

⚠️ Penalty for overdue books
For each day that the borrower misses to return library materials, they will carry one penalty per day per item. Due to how many days get delayed, borrowing privileges are suspended.
\[
\text{Days in arrears} \div 7 + 2 = \text{Prohibition period of borrowing books}
\]
When borrowing privileges are suspended at one library on campus, the user is also prohibited from borrowing materials, getting any services from other libraries.

◆ Reservation
You can make reservations on the books someone else has checked out. Reservation service is available for the libraries.
- Log in your ID/PW, you can reserve the book on the TIME-OPAC if you wish.
- You will be notified when the book you have reserved is returned from the library. From this point, you have a maximum of 7 days to come and borrow the book.
5. Other Services

◆ Copy Service/Self Copy
The copy machine at each library can be used for copying ONLY Library materials in accordance with copyright restrictions.
Charge: Black and White → 10 yen per sheet / Color → 50 yen per sheet
Prepaid copy card  ¥1,000 (It can be copied 143 sheet by Black and White)

⚠️ Copyright
The copying of library materials is subject to copyright law, and must not infringe on the rights of the copyright holder.

◆ Inter Library Loan (Book)
You can put in a loan request for the extramural materials from other branches or libraries in Japan or overseas. Fill out the application form available at the circulation desk or the website.
✔ Books of Inter Library Loan must be returned to the library which you checked them out.
They cannot use “Multi-point Return Service”.

<table>
<thead>
<tr>
<th>Loan request for Books</th>
<th>Intramural</th>
<th>Extramural</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to search</td>
<td>TIME OPAC</td>
<td>CiNii Books, NDL Search etc.</td>
</tr>
<tr>
<td>Time Required</td>
<td>3-5 days</td>
<td>1 week ~ (average)</td>
</tr>
<tr>
<td></td>
<td>Depend on campus</td>
<td></td>
</tr>
<tr>
<td>Charge</td>
<td>Free of charge</td>
<td>Pay services (postage etc.)</td>
</tr>
<tr>
<td>Borrowing</td>
<td>OK</td>
<td>NO (only Browsing at the library)</td>
</tr>
</tbody>
</table>

◆ Inter Library Loan (Photocopy)
If you need photocopies of periodical articles, or part of a book, which is not available at Shonan campus in the Tokai University Libraries, you can get them from other branches or extramural libraries in accordance with copyright restrictions.
Fill out the applications form available at the circulation desk or the website.

<table>
<thead>
<tr>
<th>Ordering Photocopies</th>
<th>Intramural</th>
<th>Extramural</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to search</td>
<td>TIME OPAC/Electronic Journals</td>
<td>CiNii Books/Articles, NDL Search etc.</td>
</tr>
<tr>
<td>Time Required</td>
<td>3-5 days</td>
<td>1 or 2 weeks (average)</td>
</tr>
<tr>
<td></td>
<td>Depend on conditions</td>
<td></td>
</tr>
<tr>
<td>Charge</td>
<td>Black and White → ¥10</td>
<td>Transcription fee + postage (+commission)</td>
</tr>
<tr>
<td></td>
<td>Color → ¥50</td>
<td></td>
</tr>
</tbody>
</table>
TIME-OPAC / My Folder

Once you sign in to TIME-OPAC “My Folder”, the following services are available;

- Checking the status of your borrowings and reservations.
- You can renew a book only once from “Borrowing List”.
- Bookmark service allows you to make own bibliographies from library catalog in My Folder.
- You can store retrieval keywords and search value by “My Search”.

Students enter the same ID/PW as Campus life engine issued by Tokai University Information Technology Center.

For security reason, please make sure to log out after use.

6. For visitors and external users

You are required to take following procedures when you hope to visit our libraries and use the materials. For more information, click Here!

【Tokai University Library / Central Library】
https://library.time.u-tokai.ac.jp/
Mar.2019