

# 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.

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Libraries map  
Click [HERE](#)(PDF)

### ===Libraries at Shonan Campus===

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

## 1. Library Hours

Services	Day	Regular Hours	Holiday Hours
Service Hours	Mon.-Fri.	9:00 – 22:00	9:00 – 17:00
	Sat.	9:00 – 19:00	9:00 – 16:00
Free Reading Room (Central Library)	Mon.-Sat.	9:00 – 22:30	Closed
Audio-Visual Room or Booths	Mon.-Fri.	9:00 – 21:50	9:00 – 17:00
	Sat.	9:00 – 18:50	9:00 – 16:00

◆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 **M**edia **E**nterprise **O**nline **P**ublic **A**ccess **C**atalog

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

**CiNii Books/Articlest**

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

User *1	Number of Books	Loan Period *2	Renewal
Undergraduate Students	Up to 10 *3	2 weeks	Available
Graduate Students	Up to 20	3 months	NO

\*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.

⇒ Days in arrears ÷ 7 + 2 = 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”.

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

### ◆ 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.

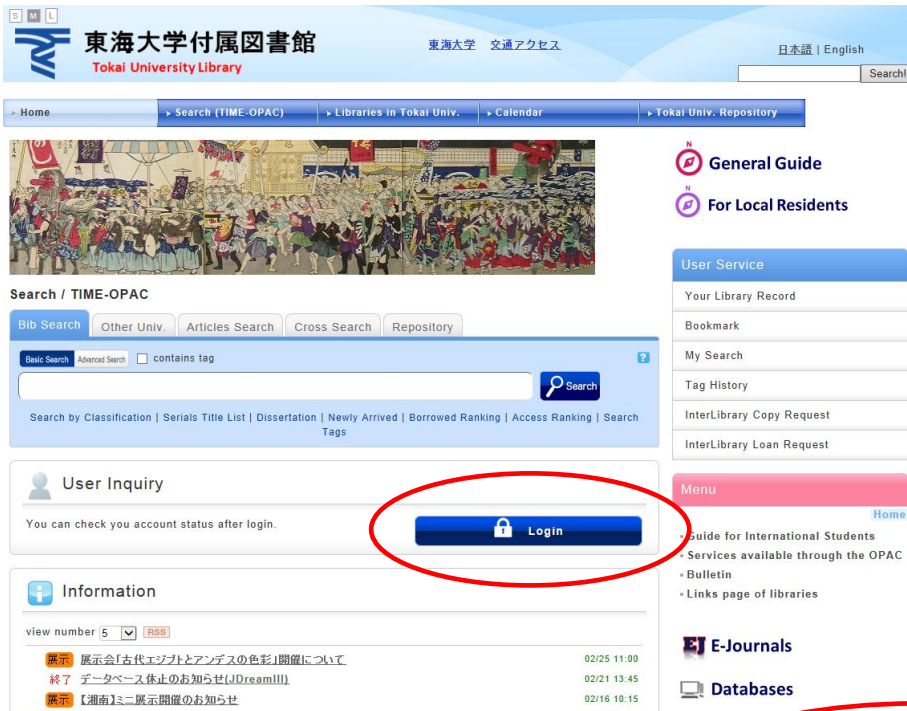
Fill out the applications form available at the circulation desk or the website.

	Ordering Photocopies	
	Intramural	Extramural
How to search	TIME OPAC/Electronic Journals	CiNii Books/Articles, NDL Search etc.
Time Required	3-5 days Depend on conditions	1 or 2 weeks (average) Overseas: about 1 month~
Charge	Black and White→¥10 Color→¥50	Transcription fee + postage (+commission)

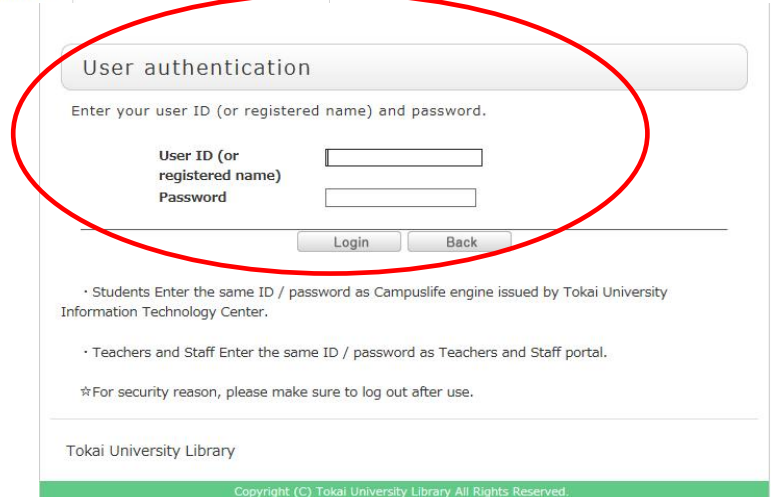
## ◆TIME-OPAC / My Folder

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”.



The screenshot shows the Tokai University Library homepage. At the top, there is a navigation bar with 'Home', 'Search (TIME-OPAC)', 'Libraries in Tokai Univ.', 'Calendar', and 'Tokai Univ. Repository'. Below this is a search bar with 'Bid Search', 'Other Univ.', 'Articles Search', 'Cross Search', and 'Repository' tabs. A 'Login' button is circled in red. To the right, there is a 'User Service' menu with options like 'Your Library Record', 'Bookmark', 'My Search', 'Tag History', 'InterLibrary Copy Request', and 'InterLibrary Loan Request'. There is also a 'Menu' section with links to 'Home', 'Guide for International Students', 'Services available through the OPAC', 'Bulletin', and 'Links page of libraries'. At the bottom, there is an 'Information' section with a 'view number' dropdown and an 'RSS' link.



The screenshot shows the 'User authentication' form. It has a title 'User authentication' and a prompt 'Enter your user ID (or registered name) and password.'. There are two input fields: 'User ID (or registered name)' and 'Password'. Below the fields are 'Login' and 'Back' buttons. At the bottom, there is a footer with 'Tokai University Library' and 'Copyright (C) Tokai University Library All Rights Reserved.'

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/>

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