



Hitotsubashi University Library

English Guide



Hitotsubashi University Library 2-1 Naka, Kunitachi, Tokyo 186-8602

Circulation Counter : 042-580-8237

Help Desk (reference service) : 042-580-8239

FAX : 042-580-8251

URL : <https://www.lib.hit-u.ac.jp/en/>

Using the Library

How to use it

- You need your student, faculty or library cards to enter the library.
- Services such as checkout are unavailable without your card.

Checkout/Returns

- Bring materials and your card to the Circulation Counter or the self-checkout machine for checkout.
- The loan period can be renewed three times (except periodicals), unless the books are overdue or reserved. Users with accounts (user ID and password) can renew items via "MyLibrary(p.5)."
- Please return items to the Circulation Counter within the loan period. Use the book return drop when the library is closed.

	Qty.	Period		
		Books for Study	General Books	Bound Periodicals
Undergraduates	10	2 wks.	2 wks.	1 wk.
Graduates, Visiting Researchers	30	2 wks.	2 m.	1 wk.
Faculty and Staff	70	2 wks.	Until next Mar. 31	1 wk.
Special User ID (B) Graduate school alumni*, Former Full-time Faculty, Admittee by Library Director	10	—	1m.	1 wk.

* within 5 years of graduation

Reservation

- Items on loan or held at Chiyoda Campus library can be reserved via "MyLibrary (p.5)" using your account.
- Items in Kodaira Research Library can be reserved only if they are unavailable as e-journals or databases.
- E-mails will be sent to you when items become available.

Photocopying

Card-operated and coin-operated copy machines are available in the library. Photocopying is subject to Copyright Law restrictions.

- Please fill out and submit the "Document Copy Application Form."
- Please handle library items with care. Books may be damaged if pressed forcefully on to the copy machine.



Circulation Counter



Reading Room



Computer Workstation



Exhibition Room



Clock Tower Commons



Group Study Rooms

Rare Materials/Microform Materials

Items are available upon request at the Circulation Counter. Service is available from 9:00 to 17:00 weekdays.

- To use rare materials, apply by 17:00 on the previous weekday.
- Students and faculty of Hitotsubashi University can use microform materials at night and on holidays until 30 minutes before closing. Advance reservations are required. Please make reservations at the Help Desk one week prior to use.



Alumni and visitors

Special User ID	Special User IDs are issued to the following:		Privileges
	Special User ID (B)	<ul style="list-style-type: none">● Within 5 years of receiving a doctoral or master's degree from Hitotsubashi University● Former full-time faculty of Hitotsubashi University● External researchers with the Library Director's permission	Browsing, Photocopying, Entering closed stacks, Checkouts* (*see the table on p.1)
	Special User ID (A)	<ul style="list-style-type: none">● More than 5 years after receiving a doctoral or master's degree from Hitotsubashi University● Graduates with a bachelor's degree from Hitotsubashi University	
Visitors	Prior to entrance, please fill out an appropriate form at the counter.		Browsing, Photocopying
	Partner Institutions	<ul style="list-style-type: none">● "Application Form for Partner Institutions"● Please show your student/ faculty ID. > Partner Institutions: ICU, JETRO, Keio, Renmin University of China, TECH, TGU, TMDU, Tokyo TUAT, Tsuda, TUFS, UEC Tokyo, Waseda	
	For research	<ul style="list-style-type: none">● "Application Form for Guests"● Please show your ID and write the name of library material you would like to use.	
	For tour	<ul style="list-style-type: none">● "Application Form for Self-guided Tour"● Please show your ID. Entrance provided for up to 20 minutes.	

Penalties

- Lending/transfer/receipt of ID card → **Checkout prohibited for one week.**
- Lending library materials to others → **Checkout prohibited for one week.**
- Taking out materials without permission → **Entry prohibited for one month.**
- Overdue → **No new checkouts until overdue items are returned.**

*There will also be a borrowing privilege suspension period according to the number of days overdue.

Attention

- Quiet Please.
- Handle items with care.
- Return books to their original location.
- Meet the due date.

Prohibited Acts

- Eating & drinking*
- Talking on your cell phone
- Photography & filming
- Smoking

*Drinks in spill-proof containers such as plastic bottles are permitted.

The library may ask persons who display disruptive behavior or are violating library policies to leave.

Floor Guide

The library consists of three blocks: the Main Building, Periodicals Annex, and the Closed Stacks. Enter from the southern entrance on weekends and holidays.

Classification

Library items are classified and arranged using the following classifications:

- Book Stack Code: for items acquired from 1996 onwards
- Kunitachi Classification: for items acquired up until 1995
- Kodaira Annex Classification: for items acquired up until 1995 at Kodaira branch library.
- IIR Library Classification: for items acquired up until 2012 at IIR Library.

Closed Stacks

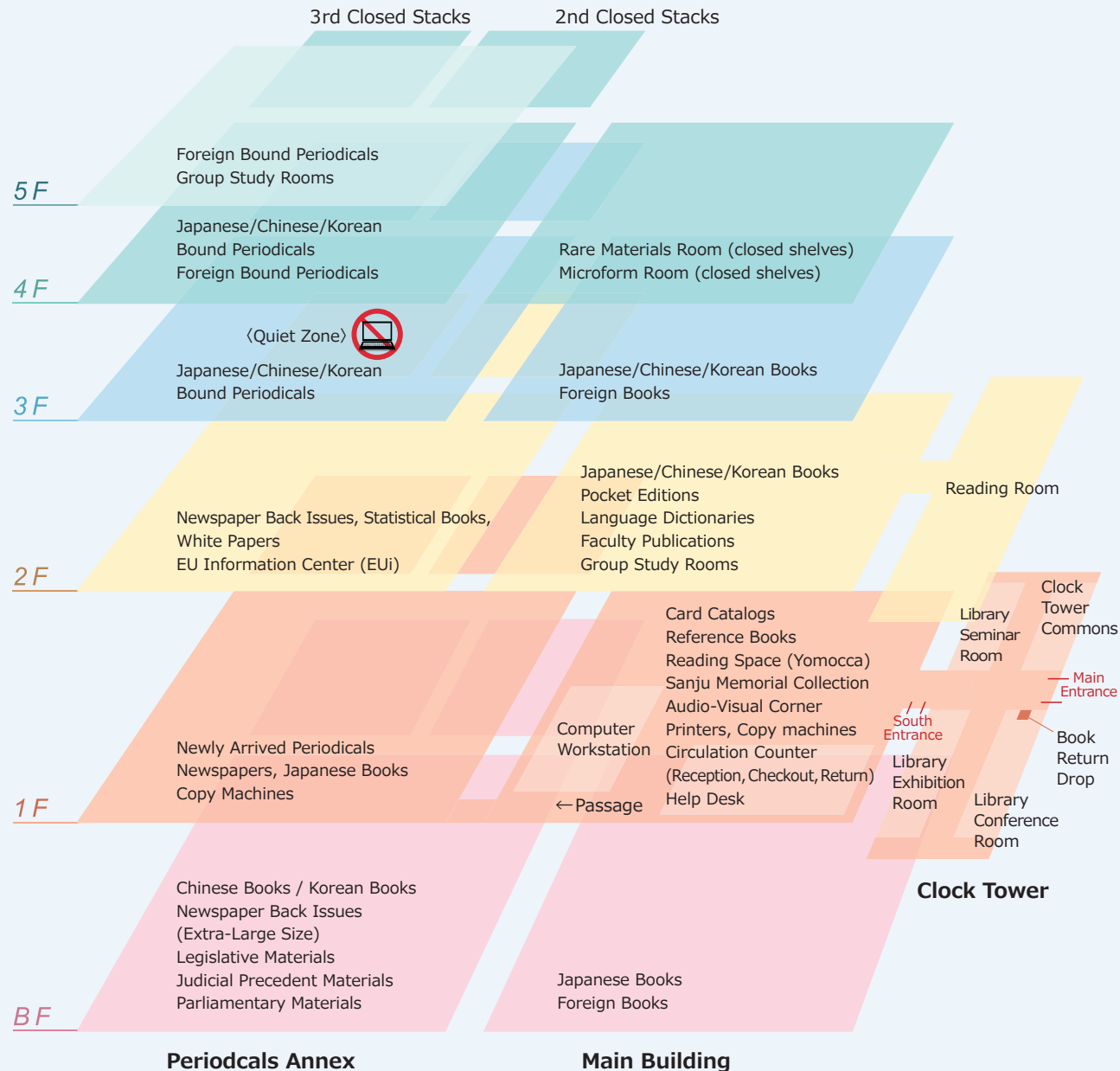
- Graduate students/faculty: Can enter. Apply at the Circulation Counter, and card keys will be provided. You cannot take your bags with you into the stack area. Lockers are available.
- Undergraduate students: Cannot enter. To use items in the stacks, fill out request cards and submit them at the Circulation Counter.

Items stored in closed stacks:

Statistical books, Japanese/Chinese/Korean books, foreign books, special collections, theses, dissertations, items related to the university

Automated Bookshelves

- Located in: Main Building BF, 3F; Periodicals Annex BF, 1F, 3F-5F
- Push button to turn on and open stacks.
- Push button again to turn off for later use.
- Please refrain from browsing books between the stacks.



Group Study Rooms

- Located in: Main Building 2F (three rooms), Periodicals Annex 5F (two rooms)
- Group study rooms are intended for group work.
- Reserved for groups of more than three.
- Reserve at the Circulation Counter or via MyLibrary.
- Rooms can be reserved for one class period per group. Time extension is allowed if no other groups are waiting.

Clock Tower Commons

- This is a learning commons suitable for group study and discussion.
- Touch your ID card on the card reader to enter the room. No reservation required.

Computer Workstation

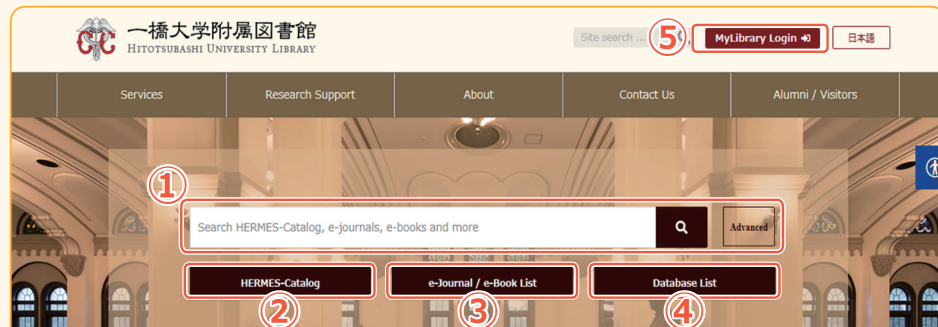
- Located at Main Building 1F.
- Anyone with an account can use the computers.
- Internet and Microsoft Office software are available.
- CO-OP copy cards used for printing can be purchased in front of the Help Desk.

Use of Electronics

- Wi-Fi is available throughout the library (except in Periodicals Annex 3F).
- Periodicals Annex 3F is a "Quiet Zone". Please refrain from using computers, calculators, portable music players, and any other devices which may make noise.
- Laptop computers are available for loan at the Circulation Counter (in-library use only).

Searching Library Materials / Useful online tools

On our library website (<https://www.lib.hit-u.ac.jp/en/>), we provide guides for users and information resources that are useful for your research.



① HERMES-Search

HERMES-Search is a database of all of the Library's materials including e-journals, e-books and various citation information. You can also search articles by title and/or authors. For more details, see the top half of p.6.

② HERMES-Catalog

HERMES-Catalog is the Library's catalog to find print items such as books, journals and more. Restricted-access materials such as thesis, etc. can only be searched on campus.

③ e-Journal / e-Book List

A list of e-journals and e-books provided by the University. Search by title, ISSN or ISBN.

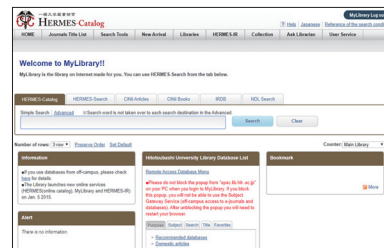
④ Database List

A list of databases. Databases for newspaper articles and company information can also be found here.

⑤ MyLibrary

An online library service for University members. Using your account (Ikkyo ID), you can access the following services:

- Check status of loans and reservations, loan renewal and loan history.
- Group study room reservation.
- ILL requests and status check.
- Book purchase requests.
- Off-campus access to e-journals and other e-resources



● HERMES-IR

<https://hermes-ir.lib.hit-u.ac.jp/ir/>

Institutional Repository of Hitotsubashi University. Search/read digitized research outputs of the University.

HERMES-Search

Performs a combined search of the following:

- HERMES-Catalog(Books, Journals, microform materials and more)
 - e-Journals
 - e-Books
 - Articles
 - Newspaper articles etc.
- Full text access for subscribed and open access titles

Tips and Tricks

- To search restricted-access materials (e.g. thesis, etc.) and the latest library holdings

→ HERMES-Catalog

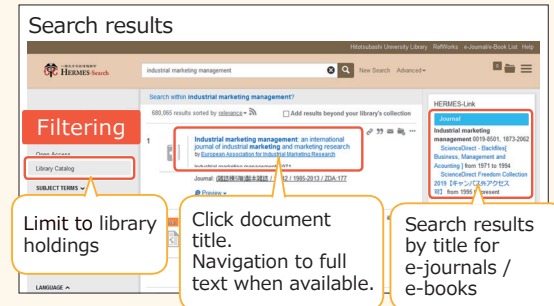
*Restricted-access materials searchable only on campus.

- To search materials published before 1991 AND not found in HERMES-Search or HERMES-Catalog also try

→ Card Catalogs



* If off campus, the number of search results will increase by logging on to MyLibrary. Please note some full texts are accessible only on campus.



If you need help finding materials

Help Desk(Reference)

Please ask librarians at the Help Desk about how to find library materials or information. You can also consult us through the "Contact Us" service on our website.

Using Other Libraries

Not all materials are available at the library, but there are other ways to access them using library services.

Admittance to Other Libraries

Access to other university libraries can be granted with an appointment. Inquire at the Help Desk about required documentation and library hours for visitors. A "letter of introduction" will be issued upon confirmation. Please allow 3-5 days to process requests.

ILL (Interlibrary Loan)

Research materials not available at the library can also be borrowed or copied via ILL from other libraries in Japan and abroad. Requests can be submitted electronically via MyLibrary or in person at the Help Desk. Fees will be charged accordingly. Use of items may be limited according to the lending libraries' policy.

Book Purchase Request

The library accepts book purchase requests in order to offer a wider variety of research materials. Book purchase requests can be submitted via "MyLibrary." This service is available to University members (some restrictions apply). Typical processing times are 1 month for Japanese books and 2-3 months otherwise. For periodical/journal purchase requests please contact your research advisor.

Library Opening Hours/Service Guide

		Weekdays		Sat., Sun., Holidays	
		Quarter	Break	Quarter	Break
Library Main Building		8:40~22:00	8:40~19:00	9:30~20:00	9:30~19:00
Periodicals Annex		8:40~21:30	8:40~18:30	9:30~19:30	9:30~18:30
Reading Room		8:40~21:30	8:40~18:30	—	—
Clock Tower Commons		8:40~20:00	8:40~17:00	—	—
Emeritus Professor's Reading Room		8:40~21:30	8:40~18:30	—	—
Stack Area	Entry	9:00~16:30		—	—
	Retrieval	9:00~16:45			
Rare Materials		9:00~17:00	9:00~12:00 13:00~17:00	—	—
Microforms Materials		9:00~17:00 (*17:00~21:30)	9:00~12:00 13:00~17:00	(*9:30~19:30)	(*9:30~18:30)
Help Desk (Reference/ILL)		9:00~17:00	9:00~12:00 13:00~17:00	—	—
User ID Issue		8:40~17:00		—	—

*Microscanner is available at night and on weekends for students and faculty.
Please make reservations at the Help Desk one week prior to use.

Closing Days

- End-of-year and New Year period (December 27 - January 4)
 - Entrance Examination periods
 - Ikkyo-sai (university festival) period
 - Days for maintenance
 - Summer closure (3 days)
- ◆ Any changes to library hours or closures will be posted within the library and on the library website.