

Welcome!

# Self-guided Library Tour



## 10 things to do in the Library



### 10 things you can do in the Library:

CHECK!

- 1 Borrow books
- 2 Ask a librarian
- 3 Search books
- 4 Use PCs
- 5 Read books
- 6 Print out
- 7 Study by yourself
- 8 Study in a group
- 9 Read a journal & newspaper
- 10 Read a graduation thesis



Let's walk around the Library!

#### <Closed Stacks>

Special collections & graduation thesis stored.  
\*Restricted Access

#### <Main Building>

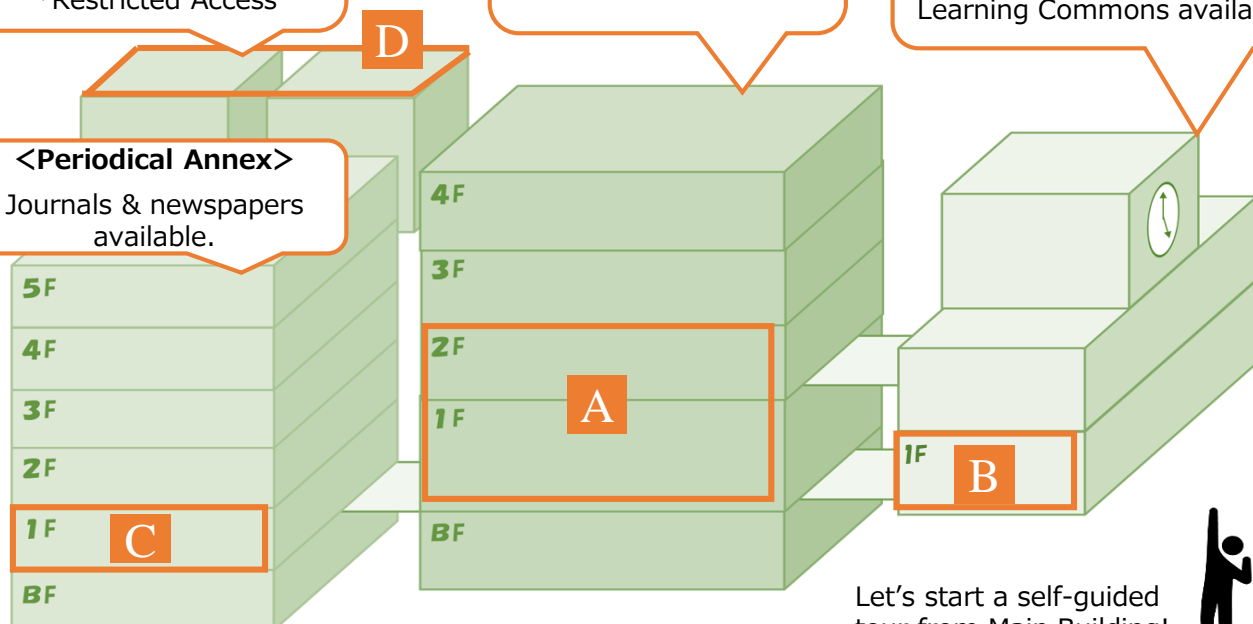
Hub for library service.  
Books & PCs available.

#### <Clock Tower Building>

The symbol of the Library.  
Learning Commons available.

#### <Periodical Annex>

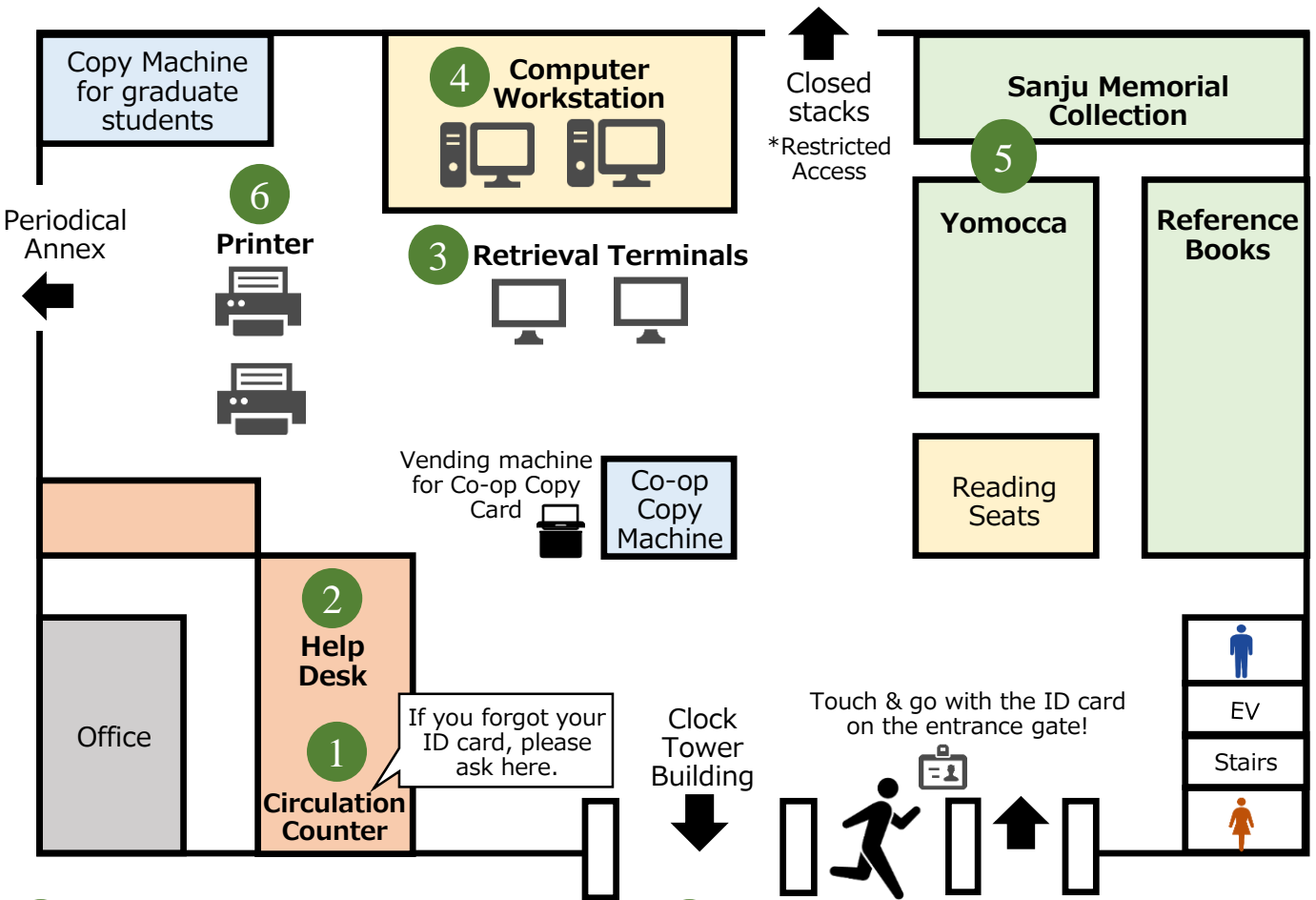
Journals & newspapers available.



Let's start a self-guided tour from Main Building!



# A Main Building 1F



**1 Borrow books** **Circulation Counter**

You can check out books and renew loan period with self-checkout machines. When you return them, please put them in the Book Return Drop. Please feel free to ask staff if you have any questions.

**2 Ask a librarian** **Help Desk**

If you have a question, ask a librarian at the Help Desk. Interlibrary Loan (ILL) can be requested here.

\*Opening hours: 9 AM – 5 PM on weekdays  
Lunch break: 12 – 1PM (holiday season)

**3 Search books** **Retrieval Terminals**

You can search for books by titles or topics. Check the location and [Call No.](#) to find the book on the shelves.

[\\*See next page](#)

**4 Use PCs** **Computer Workstation**

PCs and Wi-Fi are available with an account (Ikkyo ID). Word, Excel, PowerPoint and databases are available here.

\*Some databases available only on campus.

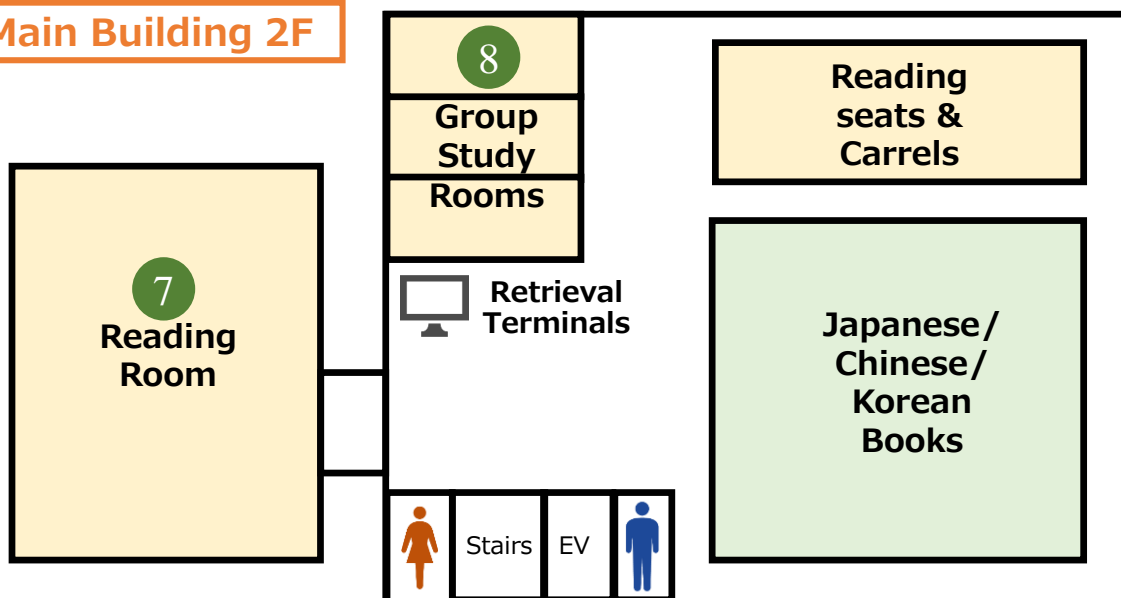
**5 Read books** **Yomocca**

Yomocca is an exhibition corner for encounters with books. It features new or recommended books. Sanju Memorial Collection consists of donated books from alumni.

**6 Print out** **Printer**

A Co-op Copy Card is necessary for printing out. Please buy a card at the Co-op shop or vending machine in the library. Black & White print costs 10 yen. Color print costs 50 yen.

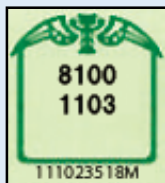
## A Main Building 2F



### What are "Call No."?

**Call No.** are the numbers labeled on the spine. Books are shelved by Call No.—the so-called "address of the book." If you are unsure of a location, please ask at the circulation counter.

### CHECK!



### 8 Study in a group

3 or more students can use Group Study Rooms. 3 rooms are in Main Building 2F and 2 rooms are in Periodical Annex 5F. Rooms can be reserved a week in advance.

### Group Study Rooms



### 7 Study by yourself

Reading Room, built in 1930, offers a tranquil atmosphere for study. There are 330 seats, beautiful stained glass and statues of contributors to the university.

### Reading Room



Learning Commons is available without reservation. Touch your ID card on the card reader to enter the room. Movable desks and whiteboards are suitable for discussion and presentation.

### Clock Tower Commons



## B Clock Tower Building 1F

We hold regular exhibitions on library history and collection. In November, a special exhibition is held.



Library Exhibition Room

↑  
Main Building



\*Opening hours: 10 AM – 5 PM on weekdays

Library seminars and events are often held here. For events information, please check the Library's website.

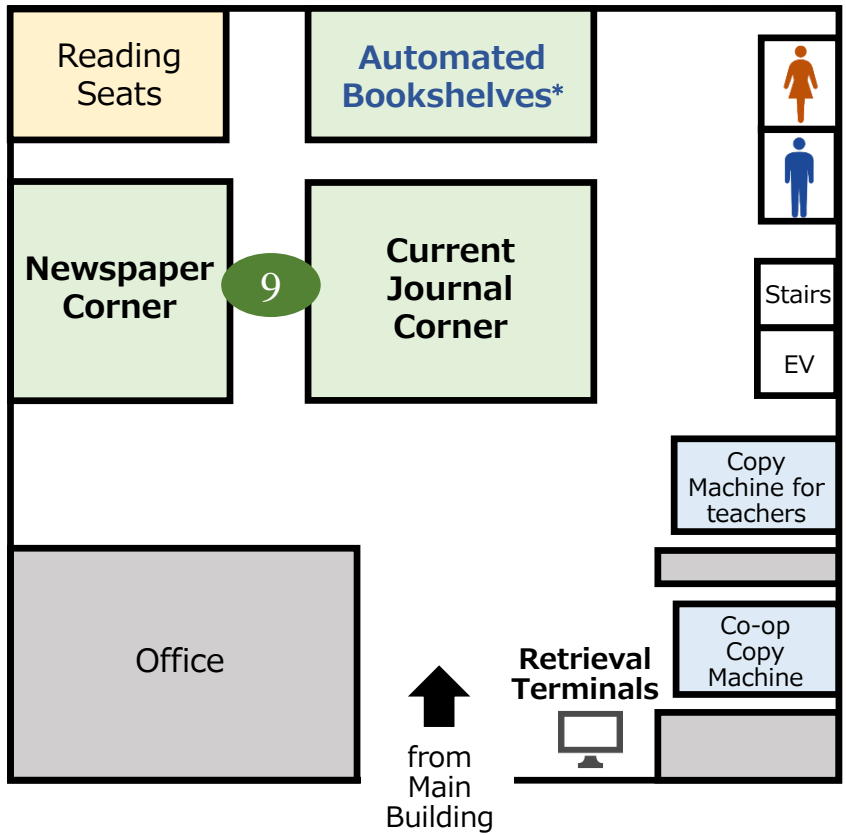


Library Meeting Room

↓  
Outside

8  
Clock Tower Commons

## C Periodical Annex 1F



### Automated Bookshelves

**CHECK!**

Automated Bookshelves are located in Main Building BF, 3F; Periodicals Annex BF, 1F, 3F-5F. Push button to turn on and open stacks. Please use by mutual concessions. In case sandwiched between 2 stacks, kick the red bar at the bottom of the stack. The stacks will make an emergency stop.



9

### Read a newspaper

There are Japanese and overseas newspapers (last 2 months). Please read newspapers in the library. If you need back issues, please ask at the circulation counter.

### Newspaper Corner



### Read a journal

There are current journals (last two years) in alphabetical order. Bound journals (more than 2 years after publication) are located in Periodical Annex 3-5F in Call No. order.

### Current Journal Corner



## D Closed Stacks

10

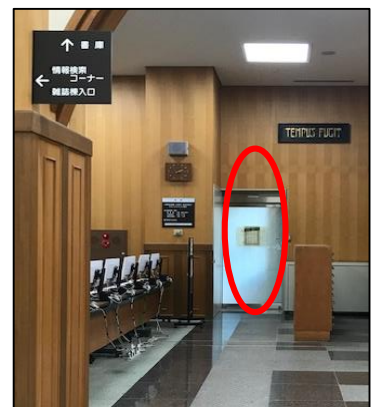
### Read a graduation thesis

There are past graduation theses and special collections. Faculty and graduate students can enter the Closed Stacks. Undergraduate students cannot, so please fill out request cards and submit them at the Circulation Counter.

### Closed Stacks



Beyond the door, Closed Stacks there!



Thank you for joining us! Feel free to ask Help Desk via our website below.

▶ Ask a librarian <https://www.lib.hit-u.ac.jp/en/contact-2/contactlist/reference/>

"The International Students' Library Guide" is available from the Library Guidance page below.

▶ 図書館ガイダンス (Japanese only) <https://www.lib.hit-u.ac.jp/retrieval/seminar/>