



## FAQ for New Students

# What can I do in the Library?

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We will answer your questions.

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### Entering the library

#### 1 I have not had my Student ID card yet as I am a new student.

You still can enter the library without the Student card, but are not allowed to borrow books. Please ask the Reception.

#### 2 I forgot my Student ID card.

You still can enter the library without the Student card but are not allowed to borrow books. Fill in the form (Name and Student ID number are required) at the Reception to receive temporary entrance card.

#### 3 When I tapped the Student ID card, the gate did not open and a buzzer sounded.

Please do not try to pass the gate, instead go ask the library staff at the Reception for help. We will check your user information.

#### 4 The buzzer sounded when I passed the exit gate.

Please do not try to pass the gate, and follow the library staff's instructions. Make sure you have checked out all library items before exit. There are also cases that the detector reacts to items from other libraries.

#### 5 Can my friends or family who are not students here enter the library?

Yes, if they register at the Reception to enter as visitors. It is prohibited to lend your student ID card to others or to pass through the gate with more than one person at the same time. Note that visitors' entrance for self-study purpose is not accepted.



Read more



## PC・Wi-fi

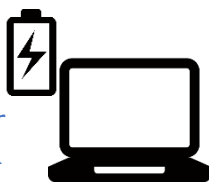
### 6 Can I use computers at the library?

Yes, you can use the library's computers (Windows desktop PC) located at the Computer Workstation on the Main building 1st floor. Or you can also use your own devices (Laptops, Smartphones, Tablets etc). However, please refrain from using them in the 3rd floor (Quiet Zone) of the Periodicals Annex.

### 8 Where can I find the power sockets in the library?

There are 4 places where power sockets are available. The number of sockets is limited so please share.

- Reading Room
- Main Building 1-3rd floor
- Periodicals Annex 4-5th floor
- Clock Tower Commons [TSR Commons]



### 7 The screen turned off when I was still using it.

If you leave the PC untouched for over 15 minutes, it will automatically shut down. Any files saved in the device will be deleted when the PC shut down. Please save the essential files on Google drive or USB.

### 9 Is there Wi-Fi in the library?

Yes, the university-wide wireless LAN service "1284 Wireless" is available for educational and research purposes. Select "hit-eap" or "hit-sae", then enter your Hitotsubashi Authentication ID and Password (2 devices max). For "hit-sae", please ask the System Advisory Desk, or library staff at the Help Desk for the security password when logging in for the first time.

### 10 I cannot log in to the library's computer.

You can log in with your Hitotsubashi Authentication ID and Password. To check if your ID and Password are valid, go to the Center for Information and Communication Technology website – "User Profile Maintenance" or follow the link.

▶ User Profile Maintenance <https://portal.auth.hit-u.ac.jp/>



## System advisory staff

System advisory staff provides consultation with system usage such as PCs and Wi-Fi next to the Help Desk in Main Building 1F. Reception hours are 12:00-16:00 on weekdays during the semester (including public holiday classes). Outside of the above hours, please contact by email ([support-kyoikutoh \[at\] cio.hit-u.ac.jp](mailto:support-kyoikutoh@cio.hit-u.ac.jp)).

## Self-study

### 11 Are there any spaces for group study and discussion?

There are five "Group Study Rooms" (for group of over 3 people) available in the library (the Main building 2nd floor or the Periodicals Annex 5th floor). Reservation at the Circulation Counter or through the MyLibrary is required. Please check the library website below for usage instructions. Additionally, the Clock Tower Commons [TSR Commons] on the 1st floor of the Clock Tower can be used without reservations and regardless of the number of people.

▶ Group Study Rooms <https://www.lib.hit-u.ac.jp/en/services-2/library/grouproom/>



### 12 Are there any quiet spaces for me to study?

Yes, the 3rd floor of Periodicals Annex is the Quiet Zone where the use of electrical devices is forbidden. You can also study quietly in the Reading Room on the Main building 2nd floor.

### 13 Can I use the projector to practice presentation?



You can borrow it when using the Group Study Rooms. Please ask the Circulation Counter if you want to use.

## Printing and copying

### 14 Can I have my material printed out in the library?

You can print out materials from the library's devices, or from your own PC. For more details, follow the link below.



▶ [Printing in the Library](#)

<https://www.lib.hit-u.ac.jp/en/services-2/library/print/>

### 15 Can I break a large bill in the library?

No, please prepare coins beforehand. 1000 yen bills can be used for copy machines and printers that accept cash. When there is not enough change in the machine, please contact the Help Desk (Weekdays 9:30-16:30)

### 16 Where can I use my University Copy card?

At the photocopy machine for specialized use on the Main building 1st floor. It can only be used for copying library's materials, and cannot be used to print out. For more details, please refer to the Library website.



▶ [Photocopy](#)

<https://www.lib.hit-u.ac.jp/en/services-2/materials/photocopy/>

### 17 Can I copy the materials which don't belong to the library?

No, the machines can only be used for the library materials. Copying materials brought into the library (your own or friends' notes, memos, class resumes or handouts, personal books or magazines, club flyers, etc.) is prohibited by copyright law. Please use the copy machines outside the library.



## Circulation

### 18 I don't know how to use the self-checkout machine.

Please watch the guidance video. Ask the library staff at the Circulation Counter for help if you have any troubles.



▶ [How to use the self-checkout machine](#)  
[For university members]

<https://youtu.be/utezKNXRcYo?si=U8zwwuQQ0vMLYwNaX>

### 19 I want to know how many books I am borrowing.

You can check it on your MyLibrary account, the library's online service for university members. Click the "MyLibrary Login" icon in the top right corner of the library website. Log in with your Hitotsubashi Authentication ID and Password, and go to "MyPage" to check.

▶ [Hitotsubashi University Library](#)

<https://www.lib.hit-u.ac.jp/en/top-2/>



### 20 I forgot to return the book before due date.

Please return it immediately. We also accept return from the Book Return Drop on the Clock Tower or by post. If you cannot return the book, please reply to the Reminder Email or contact us using the form below. During overdue periods, you cannot borrow books for the number of days that the books are overdue, or renew the loan period. If you have lost or damaged any books, please contact us immediately.

▶ [Inquiry Form](#)

<https://www.lib.hit-u.ac.jp/en/contact-2/contactlist/inquiry/>



### 21 I want to extend the due date

You can make the extension requests at the Circulation Counter, the self-checkout machine, or through the MyLibrary. However, extension is not allowed under the below circumstances. Please return it promptly.

- The material has been reserved
- The due date has passed
- You have other overdue items

▶ [Check out/reservation status/extend loans from MyLibrary](#)

<https://www.lib.hit-u.ac.jp/en/services-2/materials/circulation/mylibrary1/>



## Other

### 22 Where can I borrow stationaries (stapleless stapler, scissors etc.)?

You can use items provided in the Stationery Station on the 1st floor of the Main building. The library staff do not provide stationaries.



### 23 Can I borrow dictionaries?

In principle, dictionaries and lexicons cannot be loaned. Please use them in the library. Same-day Checkout is possible. Please complete the procedure at the Circulation Counter.



### 24 I forgot something in the library.



The lost property is held by the Circulation Counter for a length of time, and then will be sent to the Student Service Division. Please inquire at the Circulation Counter first.

### 25 What to do if I encounter a nuisance?

Please report to the Circulation Counter and the library staff will handle it. Please also inform the Counter when you encounter with broken machines or suspicious items.

## For additional information about the library

### Videos

A guidance video for the library users

#### ►Hitotsubashi University Library Official YouTube Channel

<https://www.youtube.com/channel/UC4vIKG7Xwl0QUBF6abmK-4g/videos>



Online tour of the library's exterior and interior facilities, etc.

#### ►Library Introduction Video

<https://www.lib.hit-u.ac.jp/en/services-2/library/video/>



### Resources

How to look for a material / Tips for searching

#### ►Research Guide

<https://www.lib.hit-u.ac.jp/en/retrieval-2/search/lib-guide/>



Introducing the services and facilities of the library

#### ►Self-guided Library Tour

[https://www.lib.hit-u.ac.jp/images/2025/03/self-guided-tour\\_2025\\_en.pdf](https://www.lib.hit-u.ac.jp/images/2025/03/self-guided-tour_2025_en.pdf)



### Staffs

For any advices & inquiries

#### ►Ask a Librarian Web Form

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

