

Kumamoto University Library Guide 2023



Guide for
University
Members
-English-

Welcome to the Library

Library services are subject to change without notice for preventing the spread of COVID-19. Please check for the latest information on the library's website.

Kumamoto University Library is constituted for three libraries: Central Library, Medical Library, Pharmacy Library. Every university faculty of staff and students can use any three libraries.

About the Library

Central Library(Kurokami Campus)

2-40-1 Kurokami, Chuo-ku, Kumamoto 860-8556
TEL:096-342-2226 FAX:096-342-2210

【Food & Drink Policy】

There is a room where eating and drinking are permitted, called "Refresh Room". You may also bring your drink inside if it has a lid.

	Mon. to Fri.		Sat., Sun.,
	Semester	Vacations	National holidays
Open	8:40-22:00	8:40-17:00	12:00-18:00

Closed

Aug.12-18, Dec. 27-Jan. 4, Jan.13-14, Feb. 25, Mar. 12-15.
In addition, temporary closure may take place.

Medical Library (Honjo Campus)

1-1-1 Honjo, Chuo-ku, Kumamoto 860-8556
TEL:096-373-5035 FAX:096-373-5037

【Food & Drink Policy】

You may bring your drink inside if it has a lid.

	Mon. to Fri.		Sat., Sun.,
	Semester	Vacations	National holidays
Open	9:00-21:00	9:00-17:00	12:00-18:00

Closed

Aug. 11-16, Dec. 28- Jan. 4, Saturdays, Sundays, and national holidays during long-term school vacation periods. In addition, temporary closure may take place.

Entrance

The entrance changes by a day or time zone.

【East Entrance】 Weekdays 9:00-20:00

【West Entrance】 Weekdays 20:00-21:00 Sat. Sun. National holidays 12:00-18:00

Pharmacy Library (Oe Campus)

5-1 Oehonmachi, Chuo-ku, Kumamoto 862-0973
TEL:096-371-4660 FAX:096-371-4662

【Food & Drink Policy】

You may bring your drink inside if it has a lid.

	Mon. to Fri.	Sat., Sun., National holidays
Open	9:00-17:00	Closed

Closed

Aug. 11-16, Dec. 28- Jan. 4, Saturdays, Sundays, and national holidays.
In addition, temporary closure may take place.

24 hour basis

Pharmacy library is open to teacher, graduate students and undergraduate students belonging to the laboratory on the 24-hour basis. If you want to make use of this service, please apply at the Pharmacy library counter.

Visiting the Library

Library Card

Student ID card and staff ID card is available to use as a library card.
Please show your ID card with you to accept the library services.

Enter/Exit

You need to use your library card to enter libraries fitted with entrance gate. When you are not carry-on with your card, ask a librarian at the library counter how to enter. You may just go through the gate at entrance to exit. When you leave with our materials that are not checked out, the gate at entrance blocks your way with alarm bell and we inspect all of your belongings. We appreciate your cooperation.

Using computers and Connecting to the Internet

Information terminals are available in each library. Your Student (Staff) ID Number and password are required to use the services.
You can connect to the Kumamoto University network with your own computers.

Learning Commons

Learning Commons is the space designed to be used for group work, discussion and rehearsal of presentations. You can arrange tables, chairs, and whiteboards freely for group study or discussion. You don't need to apply for using this area.



[Group Learning Room : Central Library]

These rooms are provided for the purposes of seminars and joint research/collaborative studies, presentations, etc. Please apply via the library's website.

[Group Learning Room : Medical Library]

Please apply at the Medical library counter.

Online Service (MyLibrary)



MyLibrary provides access to various Kumamoto University Library services on the Web. The functions listed below can be used from anywhere that can connect to the Kumamoto University Portal.

[Services]

- Reserving materials currently checked out
- Checking your borrowing history
- Viewing the status of materials you are currently borrowing or have reserved
- Renewing materials
- Applying for copies of literature and interlibrary loans, etc.

Circulation Services

Borrowing

To borrow library materials, please present the items and your library card at the library counter. The Automatic Book Circulation machine is also available at the central library. You can borrow for longer periods during vacations. Please look at the library bulletin board and through the library's website.

Central Library

	Limit	Period	Renewal
Undergraduates	10 vols.	14 days	Twice
Graduates	10 vols.	30 days	Twice
Faculty / Staff	20 vols.	30 days	Twice

You can borrow more books and longer periods for writing your thesis or dissertation. Please take the books to the central library counter and inquire.

Medical Library

	Limit	Period	Renewal
Undergraduates	5 vols.	14 days	Twice
Graduates	5 vols.	30 days	Twice
Faculty / Staff	5 vols.	30 days	Twice

Pharmacy Library

	Limit	Period	Renewal
Undergraduates	5 vols.	14 days	Twice
Graduates	5 vols.	14 days	Twice
Faculty / Staff	5 vols.	14 days	Twice

At the Medical Library and Pharmacy Library, Faculty and Graduate students can borrow journals and serials. When you want to borrow journals or serials, please complete a loan form at the each library counter.

[Journal and Serials] Limit: 5 vols. Loan period: 7 days

[Notice]

The following materials are in-library use only.

- Reference books
- Newspapers
- Maps
- Audiovisual materials
- Microforms
- Rare and antiquarian books
- Serials *including yearbooks and official publications
- Other materials marked as not for loan



Not for loan

Renewal • Reservation • Request

Renewal

You may renew materials up to two times, provided that they are not being reserved by another user. If you would like to renew materials, please bring them along with your library card to the library counter or apply through "MyLibrary". The renewal period shall be calculated from the day you applied.



Reservation and Book Delivery

Please submit a "reserve" button via OPAC. You may also apply at the library counter. OPAC is the online catalog at Kumamoto university library. Serials and Journals cannot be reserved.

[Reservation]

When you want to borrow a book that is currently borrowed by another user, you can make a reservation for it.

[Book Delivery Service between campuses]

You may request this service when you want to borrow books owned by the library of another campus.

Book Purchase and Requested by Students

You may request for the library to purchase books not held in the library. Request for books may also be submitted through the library's website. The library cannot purchase materials as below: too expensive, already held, not suitable for university.

Returning

- Please return borrowed books to the library counter prior to the due date.
- When the library is closed, please place borrowed books in the book drops at the entrance of the library.
- If you have an overdue book, you cannot borrow or extend any books.
- Even though you return an overdue book, you cannot borrow any books during your penalty term.
- Please return all borrowed books when you graduate, study abroad, or leave the University.

[If you lose or damage borrowed materials]

You are responsible for replacing any damaged or lost materials. Please report any losses or damage to the library counter as soon as possible.

Materials

Types of Materials

Various types of materials are in the library. When you find some materials you want to read, please ask for the library you usually go. Depending on the types of materials, you need to follow the necessary procedure.

- Journals(Bulletins) • Reference books • Newspapers • Microforms
- Audiovisual materials • Rare books

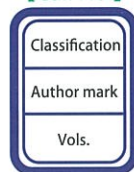
How to Find Materials (OPAC or Discovery)

Kumamoto University OPAC is useful to search for printed materials in the university. If you would like to use materials in laboratories, please contact at the each library counter. To search for academic resources generally, use the **Kumamoto University Discovery**. This system can search across several databases automatically and simply by using one search box. It is useful to get information about electronic materials.

Classification of Library Materials

Library materials are shelved from left to right according to classification symbols based on the Nippon Decimal Classification (NDC). NDC is a system of classifying books according to book topic (content and information).

[Call No.]



Photocopy Service

The service of copying library materials for the purpose of personal research is available to the extent permitted by copyright protection. Please fill out a form prepared photocopy machine.

Private expense

Copying by coin

10 yen per sheet

Electronic Resources

On Campus



You can access online databases, online journals, e-books, via the university computer network. Access the Kumamoto University e-journals List (e-Resource LINK) to Search for articles you want by using a journal title. By using **Kumamoto University Discovery**, you can get information about e-resource and find accesible materials.



Reference Service

Reference services are offered by library staff to help you find information and materials needed for study and research. Reference services are available to all library users. Please feel free to ask about the following services at the library counter in each library :

- Guidance on how to use the library
- Searching for specific materials
- How to use various search tools and databases

You can also ask them to library staffs by phone, Fax and Web form.

[Library Teaching Assistant *Support for foreign students]

Graduate student support staff will help you use the library, search materials, write reports and study at Kumamoto University. Please inquire at the support desk in the central library Learning commons.

Weekday 16:00-19:00

*except for university seasonal vacation



Interlibrary Loan

If a book or journal you want is not available in the University, you can order a copy of an article of the journal or the book from libraies of other universities. This service is called "Interlibrary Loan". Please complete an interlibrary loan application form at the library counter. It is also possible to apply form interlibrary loan requests in the library's website.

Photocopy requests between campuses	About 3 days	Copy fee
Photocopy requests to other University	About 7-10 days	Copy fee and postal charge
Borrowing requests to other University	About 7-10 days	Postal charge

[Using Libraries at Other Universities]

A letter of introduction is necessary when using libraries at other universities or institutions. Please check how to use the library you hope to visit in advance. (ex. homepage, phone, etc.)

Library Instruction

The library offers the following instructions for users.

[Guidance for users]

How to use the library and search for books, journal articles, newspaper articles, or other types of materials. More information about the particular guidance is announced on the library's bulletin board and through the library's website.

Kumamoto University Library's Character

I am "Kumapon"!

Please come to the library! I'm looking forward to see you!

Profile

【N a m e】 Kumapon

【B i r t h d a y】 April 1st

【A g e】 Secret

【S k i l l】 Carrying books on my head and gathering information

【P e r s o n a l i t y】 Full of curiosity.

It is surprisingly easy to move quickly.

【F a v o r i t e】 Dream, hope and KARASHI-RENKON

【U n f a v o r i t e】 Puddle



Library Goods

In the library, we make original items of Kumapon and distribute them to participants at some events.

Hand bag



Clear file folder



Paper fan



Ballpoint pen



<https://www.lib.kumamoto-u.ac.jp/eng/howtouse>

Twitter @KumadaiLib

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