2017
Guide to Komaba Library, the University of Tokyo

http://lib.c.u-tokyo.ac.jp/index_e.html
@UTokyoKomabaLib
Quick information – Komaba Library

Komaba Library is a library affiliated with the University of Tokyo, located in the Komaba Campus. It has a collection of about 650,000 books available to support your learning and research activities.

Entering the Library

To enter the Library, touch your student ID to the black part on the entrance gate. Make sure that you carry your student ID.

⚠️ If your student ID fails to open the gate
⚠️ If your student ID has been renewed (including re-issuance)
💡 Please ask the staff at the counter for assistance.

Leaving the Library

To leave the Library, push aside the bar at the exit gate manually. The bar door does not open automatically.

⚠️ If the alarm goes off and the gate closes when you try to leave
💡 Follow the instructions of the staff.
   On rare occasions, the alarm may sound by mistake. The alarm goes off when you are carrying books that have yet to be checked out.

Borrowing books

You can borrow up to 10 vols. for 2 weeks. Use the Automatic Book Checker to check books out. Alternatively, bring the books you want to borrow to the counter, together with your student ID.

Returning books

Please return books at the counter.

When the Library is closed, use the Book Drop to the right of the entrance.

⚠️ If a book is overdue
💡 Please return it as soon as possible. Upon the date you return it, as a penalty, you will be prohibited from borrowing more books for the total number of overdue days you have been unable to return.
## Library hours

<table>
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<tr>
<th></th>
<th>Weekdays</th>
<th>Sat./Sun./Holidays</th>
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<tr>
<td>In-semester</td>
<td>8:30 - 22:00</td>
<td>9:00 - 19:00</td>
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<tr>
<td>Summer &amp; Winter</td>
<td>8:30 - 20:00</td>
<td>*During exam period: 9:00 - 22:00</td>
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<tr>
<td>holiday</td>
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## Service hours

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<th>Service</th>
<th>Days and Times</th>
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<tr>
<td>User registration / Update</td>
<td>Weekdays 9:00 - 17:00</td>
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<tr>
<td>Borrowing / Returning</td>
<td>During library hours</td>
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<tr>
<td>Reference service</td>
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<tr>
<td>Issuing reference letter for visits to other libraries</td>
<td>Weekdays 9:00 - 17:00</td>
</tr>
<tr>
<td>Requests for photocopies / book orders</td>
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</tr>
<tr>
<td>Viewing rare books / Japanese bound books, etc.</td>
<td></td>
</tr>
<tr>
<td>Viewing microforms</td>
<td>Weekdays 9:00 - 16:30</td>
</tr>
<tr>
<td>Paying fees for photocopies, etc.</td>
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</tbody>
</table>

## Closures

New Year holidays, entrance exam days, Komaba Festival, library maintenance and inventory days, power outage or facility inspection days.

Temporary closures are announced on the Komaba Library website, twitter and poster. [http://lib.c.u-tokyo.ac.jp/index_e.html](http://lib.c.u-tokyo.ac.jp/index_e.html)  @UTokyoKomabaLib
Floor guide

1F
- Counter
- New arrivals display corner
- Copier corner
- Lounge
- Exhibition corner
- Media Park
  (ECCS terminals)
- New arrival journals
  (New arrival corner for journals)
- New arrival magazines
  (Lounge)
- Newspapers (Lounge)
- Monitor for the Newspapers DB
  (Lounge)
- KOMED corner
- GENKI BOOKS
- Reference books
- Research books
  (Japanese, Chinese, Korean)
  Call Nos. 000-999

B1F
- Reference books
- Research books
  (Foreign languages)
  Call Nos. 000-999
- TRCCS corner

B2F
- Copier corner
- Journals
- Research books
  (Foreign languages)
  Call Nos. 000-999
- TRCCS corner
General books (Japanese)
Call Nos. 001-499
(General works, Philosophy, History, Social sciences, Natural sciences)

Reading room for the visually-impaired

General books (Japanese)
Call Nos. 500-999
(Technology, Engineering, Industry, Art, Language, Literature)

General books (Foreign languages)
Call Nos. 000-999

Large-sized books

Newspapers: reduced-size edition

Group study room
Audio-visual booths
Rare books reading room

Reference books
Reference works listed in syllabus
(Syllabus corner)
Paperbacks
Call No. 000

* To use audio-visual materials, rare books and microforms, please apply at the 1F counter.
Library materials

The Library materials are classified into books and journals.

Books

- **Japanese books** (books in Japanese, Korean and Chinese)
- **Foreign-language books** (books in non-Asian languages)

The books are categorized into sub-division and shelved according to their themes.

Books are placed on the shelves in the following order:

- **Classification number**: used to code books according to theme.
- **Author code**: a code based on the author’s name, etc.
- **Volume code**: indicates the volume number.

Not all books have the code.

These three types of figures combined make a “Call Number,” which is affixed to each book in the form of a label.
Journals

New issues and back numbers are stocked in different places.

- **New journals**  ⇦  1F New arrival corner for journals
- **New magazines**  ⇦  1F Lounge
- **Back numbers**  ⇦  B2F

In each section, journals are divided by language into
- Japanese journals
- Chinese journals
- Korean journals
- European language journals
- Cyrillic journals (Russian)
- Bulletins of the University of Tokyo Graduate School of Arts and Sciences

Journals in these categories are shelved in alphabetical order.

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**Categories of Books**

**Japanese Books**
(Nippon Decimal Classification)
- General works 000
- Philosophy 100
- History 200
- Social sciences 300
- Natural sciences 400
- Technology 500
- Industry 600
- The arts 700
- Language 800
- Literature 900

**Foreign-languages books**
(Dewey Decimal Classification)
- Generalities 000
- Philosophy & psychology 100
- Religion 200
- Social sciences 300
- Language 400
- Natural sciences & mathematics 500
- Technology (Applied sciences) 600
- The arts / Fine and decorative arts 700
- Literature & rhetoric 800
- Geography & history 900
To find books or journals

Go straight to the shelves – “Browsing”

Books are shelved according to their Call Number in each location. Standing in front of bookshelves, you will see a collection of books on any given subject matters.

Search by OPAC (Online Public Access Catalog)

If you’re looking for a specific book or journal (e.g. you know the title of the book or the author), the University of Tokyo OPAC, a library database, comes in handy. A search by the OPAC helps you easily find where the book or journal is located and what the Call Number is.

Screen image of a University of Tokyo OPAC search result

“Location” Komaba.Lib.xxx = material held by Komaba Library.

“Call No.” shows the shelf order of the book.

When searching while logged into MyOPAC, delivery request buttons (e.g. “Reserve”, “Copy”) will be displayed. →See page 9-10.

The information on the “Location” and “Call No.” tells you where the material you are searching for is located. Please check against the table on the next page.

※“Location” CAS.xxx = material held by research lab in Komaba Campus.
### Location table of library materials

<table>
<thead>
<tr>
<th>&quot;Location&quot; in OPAC</th>
<th>Japanese/Foreign languages</th>
<th>Type</th>
<th>Symbols used in OPAC</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Komaba.Lib. 4F:Openshelf</td>
<td>J</td>
<td>Books</td>
<td>001-499</td>
<td>4F</td>
</tr>
<tr>
<td>Komaba.Lib. 3F:Openshelf</td>
<td>J</td>
<td>Books</td>
<td>500-999</td>
<td></td>
</tr>
<tr>
<td>Komaba.Lib. 3F:Large.</td>
<td>Both</td>
<td>Large-sized books</td>
<td></td>
<td>3F</td>
</tr>
<tr>
<td>Komaba.Lib. 3F:Newspaper</td>
<td>J</td>
<td>News papers; reduced-size edition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Komaba.Lib. 2F:Openshelf</td>
<td>J</td>
<td>Textbooks of the Open University Japan</td>
<td>000</td>
<td>2F</td>
</tr>
<tr>
<td>Komaba.Lib. 2F:Syllabus</td>
<td>Both</td>
<td>Reference works listed in syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Komaba.Lib. 2F:Reference</td>
<td>Both</td>
<td>Reference books</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Komaba.Lib. 2F:AV.</td>
<td>Both</td>
<td>Audio-visual material</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Komaba.Lib. 1F:Counter</td>
<td>Both</td>
<td>Audio-visual material</td>
<td>Apply at the 1F counter</td>
<td></td>
</tr>
<tr>
<td>Komaba.Lib. 1F:Openshelf</td>
<td>Both</td>
<td>Books listed in 教養のためのブックガイド</td>
<td>KOMEDコーナー</td>
<td>1F</td>
</tr>
<tr>
<td>Komaba.Lib. 1F:Openshelf</td>
<td>Both</td>
<td>GENKI BOOKS</td>
<td>GENKI BOOKS</td>
<td></td>
</tr>
<tr>
<td>Komaba.Lib. Journals</td>
<td>Both</td>
<td>Journals &amp; Magazines (New)</td>
<td></td>
<td>1F lounge</td>
</tr>
<tr>
<td>Komaba.Lib. Journals</td>
<td>Both</td>
<td>Journals &amp; Magazines (back numbers)</td>
<td>1F New arrival corner for journals</td>
<td></td>
</tr>
<tr>
<td>Komaba.Lib. Rare.</td>
<td>Both</td>
<td>Rare books</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Komaba.Lib. Stor-Large.</td>
<td>Both</td>
<td>Large-sized books</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Komaba.Lib. Stor-Ref.</td>
<td>Both</td>
<td>Reference books</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Komaba.Lib. Ichiko-Bunko</td>
<td>Both</td>
<td>Former archives of the Dai-ichi Koto Gakko</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*New books are in the 1F New arrivals display corner
May I borrow dictionaries and other reference books?
Unfortunately, no. This is because they have to be available for everyone’s use. You may use them only inside the Komaba Library. Other materials that are not available for borrowing are: books in Syllabus corner, journals, audio-visual materials, rare books and microforms.

May I extend the loan period for a book?
The loan period may be extended if no other user has reserved the book. You can extend the loan period via MyOPAC. To extend a loan period at the counter, please bring the book with you.

Is it possible to borrow books stored in the Hongo Campus General Library or the Kashiwa Campus Kashiwa Library?
Yes. You may request materials from libraries on other campuses (with some exceptions). You can simply click the Reserve button on a MyOPAC search result.

If I borrow a book from Komaba Library, can I return it to other University of Tokyo libraries?
Yes, at the Hongo Campus General Library and the Kashiwa Campus Kashiwa Library.

If I borrow a book from another University of Tokyo library, can I return it to Komaba Library?
In most cases, yes. (Some research lab materials and others cannot be accepted.)
Loss or damage

Q I've lost some materials I borrowed from the Library.
A Please inform the counter staff right away. You must pay for damage of the materials.

Q I've defaced some materials I borrowed from the Library.
A Please inform the counter staff right away. You must pay for damage of the materials.

Use of own PC

Q Can I connect my PC to the Internet in the Library?
A You can use UTokyo WiFi and ECCS (Educational Campuswide Computing System).

<table>
<thead>
<tr>
<th>UTokyo WiFi</th>
<th>Available at almost all carrels of 4F-B2F.</th>
<th>Need UTokyo WiFi account.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECCS (Cable connections)</td>
<td>Available at some on B1F, 2F, 3F, 4F</td>
<td>Need ECCS account.</td>
</tr>
</tbody>
</table>

For more information, please look up the website.
UTokyo WiFi http://www.u-tokyo.ac.jp/ja/administration/dics/service/wifi.html
ECCS http://www.ecc.u-tokyo.ac.jp/en/

Other questions

Q Are there any facilities available for group study?
A The Group study room can be used for group research and study. Please ask the staff at the counter.

Q What’s the MyOPAC?
A MyOPAC is the library on Internet made for you.

On the main page of OPAC, there is a link to MyOPAC log-in page.
Log in with your UTokyo Account.
UTokyo OPAC https://opac.dl.itc.u-tokyo.ac.jp/
Service available

- Application for book reservation.
- Extension of the loan period.
- Application for book delivery requests, or copies.
- Making library purchase requests.
- Change of e-mail addresses.
- Check status of loan/reservation.
Information obtainable online

- Komaba Library Website  http://lib.c.u-tokyo.ac.jp/index_e.html
- Komaba Library Twitter  @UTokyoKomabaLib
- The University of Tokyo Library System Website  http://www.lib.u-tokyo.ac.jp/index-e.html
- University of Tokyo book searches (UTokyo OPAC)  https://opac.dl.itc.u-tokyo.ac.jp/
- Discovery Service for academic resources available at the University of Tokyo (TREE)  http://tokyo.summon.serialssolutions.com/
- Databases available at the University of Tokyo (GACoS)  http://www.dl.itc.u-tokyo.ac.jp/gacos/e/index-e.html

To make the Library a better learning environment for everyone

- Library materials are the shared assets of all University members. Please treat them with care.
- Please return the materials to where they belong. If you forget where it is originally located, please use the return-book-trolley.
- Drinking at carrels is not allowed except drink in a capped container. You can’t have any drinks at Media Park and OPAC corners.
- Copiers inside the Library should be used to photocopy Library materials only. You must not use them to photocopy your notes and other personal materials.
- Please refrain from smoking, talking, using mobile phones, eating except in the 1F Lounge refreshment space, taking pictures, or any acts that disturb other users.