

# 2017

## Guide to Komaba Library, the University of Tokyo






[http://lib.c.u-tokyo.ac.jp/index\\_e.html](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


	Weekdays	Sat./Sun./Holidays
In-semester	8:30 - 22:00	9:00 - 19:00
Summer & Winter holiday	8:30 - 20:00	*During exam period: 9:00 - 22:00

## Service hours

• User registration / Update	Weekdays 9:00 - 17:00
• Borrowing / Returning	During library hours
• Reference service • Issuing reference letter for visits to other libraries • Requests for photocopies / book orders • Viewing rare books / Japanese bound books, etc.	Weekdays 9:00 - 17:00
• Viewing microforms • Paying fees for photocopies, etc.	Weekdays 9:00 - 16:30

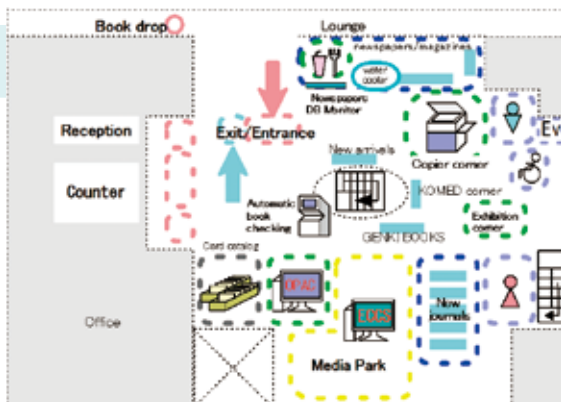
## Closures

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

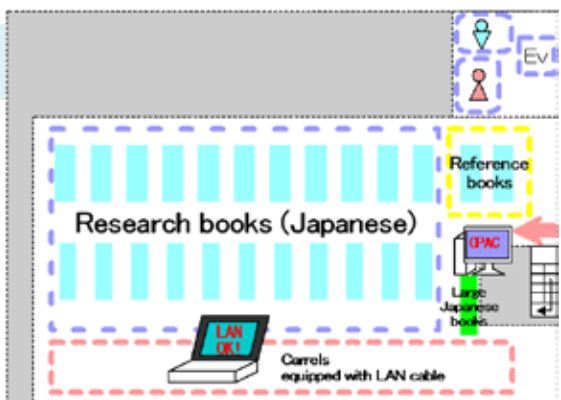
1F



- Counter
- New arrivals display corner
- Copier corner
- Lounge
- Exhibition corner
- Media Park (ECCS terminals)

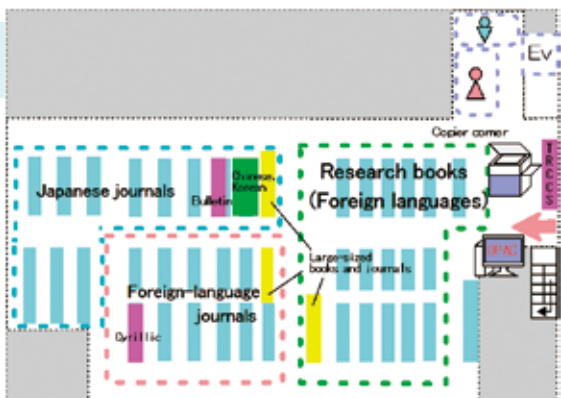
- ◆ New arrival journals (New arrival corner for journals)
- ◆ New arrival magazines (Lounge)
- ◆ Newspapers (Lounge)
- ◆ Monitor for the Newspapers DB (Lounge)
- ◆ KOMED corner
- ◆ GENKI BOOKS

B1F



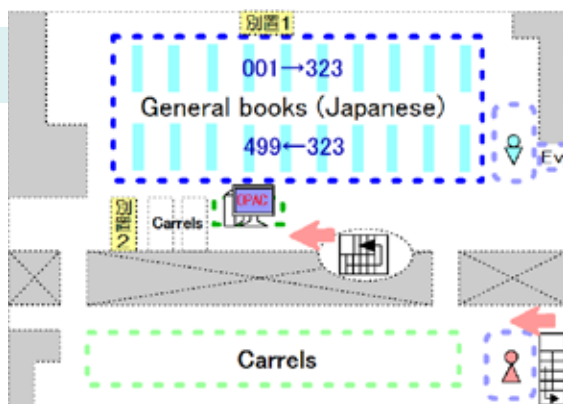
- ◆ Reference books
- ◆ Research books (Japanese, Chinese, Korean)
- Call Nos. 000-999

B2F



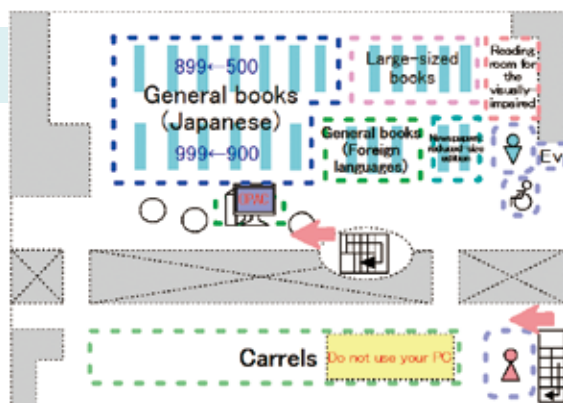
- Copier corner
- ◆ Journals
- ◆ Research books (Foreign languages) Call Nos. 000-999
- ◆ TRCCS corner

4F



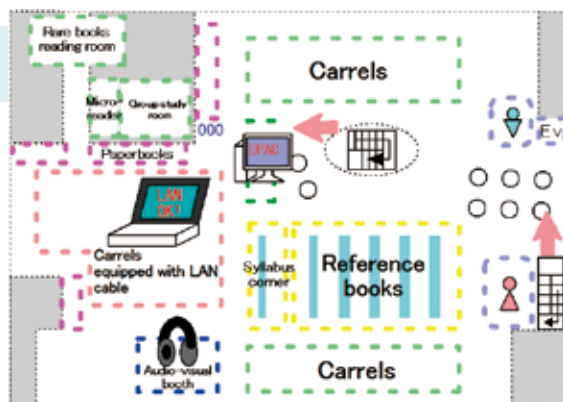
- ◆ General books (Japanese)  
Call Nos. 001-499  
(General works,  
Philosophy, History, Social  
sciences, Natural sciences)

3F



- 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

2F



- 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.

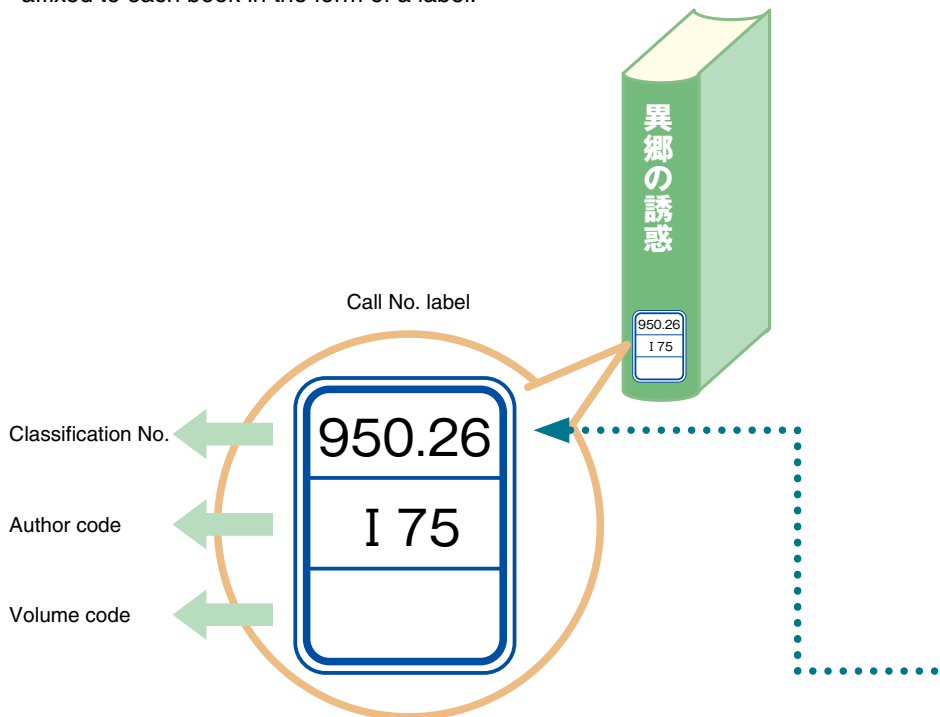
**Classification number** : used to code books according to theme.

**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.

### 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

The screenshot shows a search result for a book. The table below highlights key information:

Location	Volume	Call No.	Barcode No.	Status	Collection	Printed	Comments	Copy	PDF	Reserve
Komaba.Lib.350overseas1	1	837.7.7048-1	0013877287					Copy		Reserve
Komaba.Lib.350overseas1	2	837.7.7048-2	0013923107				2013.7	Copy		Reserve

Below the table, the book's details are listed:

- Publisher:** 東京大学出版会
- Year:** 2013
- Size:** 冊 ; 厚削 ; 23cm
- Other titles:** title page title: The University of Tokyo English for arts and sciences : reader  
variant access title: 東京大学英語学  
variant access title: 東京大学英語学読本
- Author:** 東京大学教養学部英語学編
- Subjects:** BQH:英語 -- 読本. (All Subject notes)
- Classification:** ND08-837.7  
ND09-837.7  
ND09-837.1
- Language:** Japanese,English
- IF:** Z003112844
- ISBN:** 9784130821322
- NCID:** B811911305-2編

“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

"Location" in OPAC	Japanese/ Foreign languages	Type	Symbols used in OPAC		Floor
			Start of Call No.	Comments column	
Komaba.Lib. 4F.Openshelf	J	Books	001-499		4F
Komaba.Lib. 3F.Openshelf	J	Books	500-999		3F
	F	Books			
Komaba.Lib. 3F.Large.	Both	Large-sized books			3F
Komaba.Lib. 3F.Newspaper	J	News papers: reduced-size edition			
Komaba.Lib. 2F.Openshelf	J	Ppaerbacks, Textbooks of the Open University Japan	000		2F
Komaba.Lib. 2F.Syllabus	Both	Reference works listed in syllabus			
Komaba.Lib. 2F.Reference	Both	Reference books			
Komaba.Lib. 2F.AV.	Both	Audio-visual material			Apply at the 1F counter
Komaba.Lib. 1F.Counter	Both	Audio-visual material			
Komaba.Lib. 1F.Openshelf	Both	Books listed in 教養のた めのブックガイド		KOMEDコーナ-	1F
	Both	GENKI BOOKS		GENKI BOOKS	
Komaba.Lib. B1F.Stack	J	Books			B1F
Komaba.Lib. B1F.Large.	J	Large-sized books			
Komaba.Lib. B1F.Stac-Ref.	Both	Reference books			
Komaba.Lib. B2F.Stack	F	Books			B2F
Komaba.Lib. B2F.Large.	F	Large-sized books			
Komaba.Lib. B2F.TRCCS	Both	TRCCS Corner	TRCCS	台湾漢学 リソースセンター資料	
Komaba.Lib. Journals	Both	Journals & Magazines (New)		ラウンジ	1F lounge
	Both	Journals & Magazines (New)			1F New arrival corner for journals
	Both	Journals & Magazines (back numbers)			B2F
Komaba.Lib. Microform	Both	Microforms	M / MF		Apply at the 1F counter
Komaba.Lib.Rare.	Both	Rare books			
Komaba.Lib.Stor.	Both	Books, Journals			
Komaba.Lib. Stor-Large.	Both	Large-sized books			
Komaba.Lib. Stor-Ref.	Both	Reference books			
Komaba.Lib. Ichiko-Bunko	Both	Former archives of the Dai-ichi Koto Gakko			

\* New books are in the 1F New arrivals display corner

## Borrowing (Komaba Library materials)

Q May I borrow dictionaries and other reference books?

A 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.

Q May I extend the loan period for a book?

A 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.

## Borrowing (materials requested from other campus libraries)

Q Is it possible to borrow books stored in the Hongo Campus General Library or the Kashiwa Campus Kashiwa Library?

A 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.

## Returning (books borrowed from Komaba Library)

Q If I borrow a book from Komaba Library, can I return it to other University of Tokyo libraries?

A Yes, at the Hongo Campus General Library and the Kashiwa Campus Kashiwa Library.

## Returning (books borrowed from the other campus libraries)

Q If I borrow a book from another University of Tokyo library, can I return it to Komaba Library?

A 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.
- 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).

UTokyo WiFi	Available at almost all carrels of 4F-B2F.	Need UTokyo WiFi account.
ECCS (Cable connections)	Available at some on B1F, 2F, 3F, 4F	Need ECCS account.

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

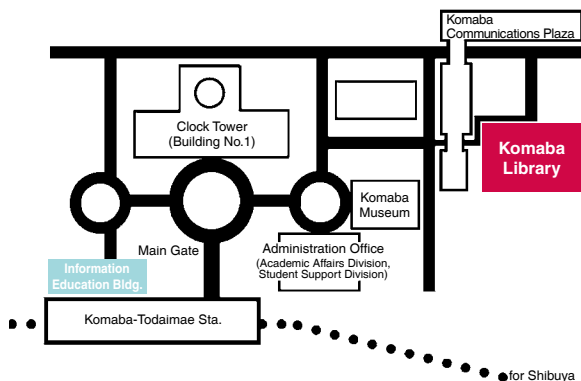
- Application for book reservation.
- Extension of the loan period.
- Application for book delivery requests, or copies.
- Making library purchase requests.
- Change of e-mail addresses.
- Check status of loan/reservation.

## Information obtainable online

- Komaba Library Website [http://lib.c.u-tokyo.ac.jp/index\\_e.html](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.



Komaba Library, The University of Tokyo  
Komaba 3-8-1, Meguro-ku, Tokyo 〒153-8902 TEL: 03-5454-6101