

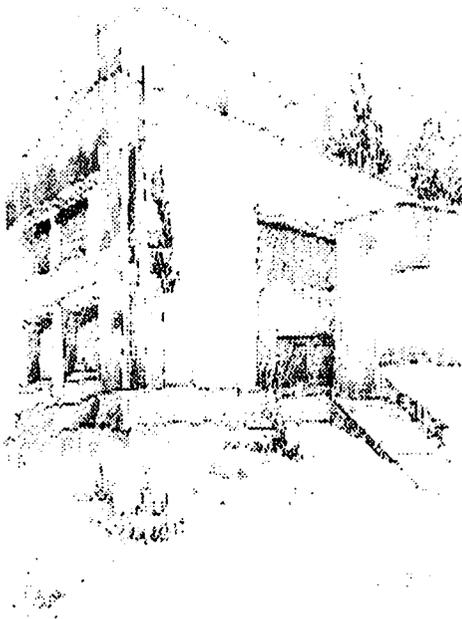
Guide to the Kanazawa University Central Library 2002

Library Opening hours

Term time Mon. – Fri. 9:00 – 20:00
Sat. 9:00 – 16:00

Spring and Summer vacations

Mon. – Fri. 9:00 – 17:00
Sat. closed



Closing Days

Sundays & National holidays

The end and the beginning of the year

(When the Library is temporarily closed,
information will be posted on the board)

Registration

GRADUATES, UNDERGRADUATES AND PART-TIME STUDENTS

When you use the library for the first time, fill out an application form for registration at the circulation desk. The student card is used as the library card. It is valid until your graduation.

FACULTY STAFF

Show your university identification card, and your library card will be issued on the spot. If you lose your library card, apply for a new card at the circulation desk.

CHANGE OF ADDRESS

Please immediately notify the library of any change in your address or telephone number.

USE OF BRANCH LIBRARIES

The registered student card and library card is valid at following branch libraries :

Technology Branch Library

Medical Branch Library

The Library of the Faculty of Pharmaceutical Sciences

The Library of the School of Health Sciences

Circulation Services

BORROWING

Please show your student or library card with the materials you are going to check out.

RETURNS

Borrowed materials must be returned at the circulation desk. When the library is closed, put materials (except AV materials) in the book post outside the library.

RENEWALS

You may renew books twice more unless they are overdue or other users have requested them.

RESERVATIONS

Books in circulation can be reserved at the request of a library user. In order to reserve a book please apply at the circulation desk.

LOAN PERIODS

Items	Periods for All users
Books	3 weeks
Yearbooks	3 days
Periodicals (back numbers)	3 days
Newspapers (back numbers)	3 days
AV materials	3 weeks

CHECK-OUT ALLOWANCES

Users may borrow up to 10 items

ITEMS WHICH MAY NOT BE BORROWED

Reference books, Japanese-bindings, periodicals (current issues), newspapers (current issues, reduced-sized editions and microforms).

PENALTY

Your borrowing privileges will be suspended as many days as the materials overdue (up to 30 days at max.)

How to Search for a Book or Periodical

OPAC : ONLINE PUBLIC ACCESS CATALOG

OPAC terminals are located in front of the circulation desk. OPAC is also available on WWW :

<http://www2.lib.kanazawa-u.ac.jp/>

Consult OPAC to find books of the Central Library as well as books received after 1989 at Kanazawa University. All periodicals at the University can also be located through OPAC

CARD CATALOGS

To locate books received before 1989, consult the card catalogs.

Guide to Reading and Stack Rooms

Free access area

THIRD FLOOR

Open Stacks for chemistry, geology, biology, medical science, technology, industry, art, linguistics and literature, reduced-sized newspapers and EU documents.

SECOND FLOOR

Open Stack for philosophy, history, social science, mathematics and physics, series books, books for international students and current issues of several periodicals.

Stack rooms

When you want to use the stack rooms, show your student or library card at the circulation desk and enter. Please store your baggage in a locker.

FIRST FLOOR

Books

BASEMENT

Japanese and Chinese periodicals, yearbooks, foreign periodicals, Akegarasu Collection, books of the Fourth Higher School and special collections.

Library Materials

BOOKS

Books held by the Central Library are classified and arranged according to the Nippon Decimal Classification (NDC).

PERIODICALS

Periodicals are arranged alphabetically according to title.

MICROFORMS

Microforms and microform reader-printers are in the microform room on the third floor. When you want to use this room, please fill out the form at the circulation desk.

NEWSPAPERS

The newspaper corner is located in the lobby. Newspapers of the current month are kept there. Issues from the last two months are kept on the first floor. Reduced-sized copies of past editions are shelved on the third floor and microform room.

AUDIO-VISUAL MATERIALS

Cases of audio-visual materials are displayed in the media corner on the second floor. Please bring the cases to the circulation desk and you may use the materials.

TV & FM

The TV & FM corner is in the lobby. NHK-BS1, NHK-BS2 and CNN are available for viewing. NHK-FM and FM Ishikawa are available for listening.

CD-ROMS

The CD-ROM corner is situated in front of the circulation desk. Several CD-ROMs are available for searches in various fields.

English CD-ROMs : Books in Print Plus, and so on.

Japanese CD-ROMs : Mainichi Shinbun (Japanese newspapers), Hanrei Master (the database of Japanese precedent) and so on.

INTERNET

You may access WWW sites through the internet PCs located in front of the circulation desk.

Information concentrators (10/100Base-T, DHCP system) are available on second and third floor

Reference Services

The library staff provide all kinds of advice and guidance in response to user inquiries and questions. Please do not hesitate to ask for assistance on how to use the OPAC, card catalog, reference materials, microform reader-printers, internet and so on

PHOTOCOPYING

You may photocopy library materials within the limitation of the copyright law. Please fill out a form for copies at the reference desk. The costs are 10 yen per sheet.

INTER-LIBRARY LOAN (ILL)

You may request at the reference desk to borrow materials not held in the Library or to get copies from other libraries. The postage/fax and copying charge costs are to be paid by the user.

Library Facilities

The Library has the following rooms available for the use of members. If you would like to use them, please apply at the circulation desk.

Media corner (second floor). Seminar room A and B (third floor). Audio-visual room (third floor). Microform room (third floor)

LIBRARY RULES

- No eating or drinking
- No smoking except in the smoking corner
- No talking loudly
- No mobile phones
- No rough use of materials, machines and facilities

Please access our WWW site to view the library calendar, news and more information about the Library.

<http://www.lib.kanazawa-u.ac.jp/>

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