

## Entrance / Exit

The stairs in front of the 1st floor reception counter take you up to the entrance gate. Please enter by scanning your student or staff I.D. or library card at the entrance gate. If you forget your I.D. and card, please go to the 1st floor reception counter.

## Checkout and Renewal of Materials

Check out books with your student or staff I.D. at the service counter on the 2nd floor, or use the self-service station (checkout and return). While still within the loan period, you can renew a book once if no one has reserved it.

	Open-shelf collection		Archived works	
	Limit	Period	Limit	Period
Undergraduate students	5 vols	2 weeks	5 vols	3 months
Graduate students			10 vols	
Faculty members Professors emeritus			30 vols	1 year

- \* Up to 5 Extensive English Reading books can be checked out for 2 weeks.
- \* Rare books, reference materials, newspapers, magazines, and audio visual materials except audio CDs may not be checked out.
- \* During vacation periods, materials may be checked out for extended periods.

## Returns

Return materials within your loan period to the service counter on the 2nd floor or use the self checkout and return machine. When the library is closed, you can use the book drop.

## Reservations

Books that are currently checked out may be reserved. Please ask at the service counter on the 2nd floor.

## Search of Library Collection (OPAC)

Materials at Iwate University Library may be searched on OPAC.

## My Library (Portal site for individuals)

Use this to check current materials on loan, renew loans, make reservations, request acquisitions, and apply for borrowing materials from other libraries.

Only for people affiliated with university

- ◆ **ID** :The portion of your university email address before the @ symbol.  
(ex: for an email address of xxxx@iwate-u.ac.jp then xxxx)
- ◆ **Password**: Same as the password for your university mailbox

## E-Books, E-journals

E-Books, E-journals, and databases of other academic information are available on the library website.  
(<https://www.lib.iwate-u.ac.jp>)

## Copy Services and Inter-Library Loans

You may request to borrow or acquire copies of materials not available at the Iwate University Library from other university libraries and research institutions.

## Letters of Introduction for other University Libraries

If you need a letter of introduction in order to use the library of another university, we can issue you one. Please inquire at the reception counter on the 1st floor. (Issuance takes a few days.)

Only for people affiliated with university

## Copy Machine (coin operated)

Materials in the library collection may be copied in accordance with copyright law. (Materials brought into the library and notebook pages may not be copied.)

## Computers

Computers are available for use in the multimedia center. You can use the printer.

Only for people affiliated with university

## Wi-Fi

The Wi-Fi network “wl-iwate-u-net” is available for use in this library. Please check the University Super Computing and Information Sciences Center webpage for usage details.

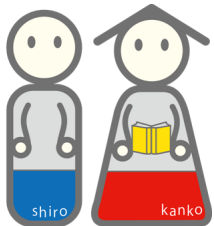
Only for people affiliated with university

## While at the library

- ◎ Please return materials on time. Returning materials late will result in your being unable to check out further materials for as many days as the materials were overdue. (Up to one month.)
- ◎ You will be required to follow the procedure for compensation when materials are damaged or lost. Please notify the library as soon as possible.
- ◎ Please do not leave your valuables unattended.
- ◎ Please follow the instructions by the staff, otherwise your use of the library will be suspended.

# Library Policies

## Iwate University



Iwate University Library

### ◆ Hours ◆

Weekday	9:00 ~ 21:30
Vacation period	9:00 ~ 17:00
Weekend	10:00 ~ 18:00

\* 1F reception counter Weekday: 9:00 ~ 18:00

(Vacation period until 17:00 ) Weekend and public holidays: Closed

### ◆ Library Closed ◆

Summer vacation and public holidays  
New Year's holiday  
and other days recognized by the library director

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