

## ◆ Library Hours

	Monday – Friday	Saturday	Sunday /Holidays
During Terms	8:45A.M.–10:00P.M.	9:00A.M.–5:00P.M.	1:00P.M.–5:00P.M.
During Vacations Summer (Aug.13–Sep.30) Winter (Dec.25–Jan.10) Spring (Feb.21–Apr.5)	8:45A.M. – 5:00P.M.	Closed	Closed

## ◆ Closed Period

The library is closed during the end of Year/New Year Holidays (Dec.28–Jan.4).

During Vacations, the library is closed on Saturdays, Sundays and National Holidays.

\*Any change in days of service or service hours will be posted on the library web site or on the library bulletin board.

### Visitors

On your first visit, please bring your ID card and fill out the application form for a library card at the library counter.

Applicants are required to live in/work in Yamagata Prefecture or to attend school in Yamagata Prefecture.

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YAMAGATA UNIVERSITY  
ENGINEERING LIBRARY

2013



## CONTACTS

4-3-16Jonan,Yonezawa,Yamagata,992-8510

Telephone : 0238-26-3019 FAX:0238-26-3408

E-mail : kotosyo@jm.kj.yamagata-u.ac.jp

<Homepage> <http://yzlib.yz.yamagata-u.ac.jp/>

## ◆ Library Instructions

Use of cellular phones, eating, drinking, and smoking are strictly prohibited. Please keep quiet in the library.



## ◆ Borrowing and Returning

On your first visit, you must register your student ID (or library card). Please register at the main counter. When you wish to borrow books or other materials, please bring the books along with your student ID to the main counter. Please return all borrowed books and materials to the main counter by the ascribed due date. You may also use an automatic book lending machine. When the library is closed, please return all books and materials to the book post in front of the library.

## ◆ Borrowing time

Classification	Limits	Periods	Renewals
Faculty	20 vols.	1 month	Once
Graduates Students	10 vols.	1 month	Once
Students	5 vols.	3 weeks	Once
Visitors	3 vols.	3 weeks	Once

You may renew overdue books and materials unless other users have requested them. Please bring the books to the main counter.

## ◆ Reservations

You may reserve books and materials borrowed by other users. University faculty and students can reserve books directly from the OPAC search screen (MyLibrary password required). Off-campus users may reserve books from to the main counter. For more information, please ask at the main counter.

## ◆ OPAC (Online Public Access Catalog)

Library books and materials can be found using the Online Public Access Catalog (OPAC). OPAC terminals are available in the library, and OPAC can also be accessed via the library web page.

## ◆ Services

### 1) Reference Service

Library staff will assist you in searching for the books and materials you need, and answer your questions about how to use the library.

### 2) Books Delivery Service

You may request to borrow books and materials from the other Yamagata University branch libraries. Please apply at the main counter. (Free service)

### 3) ILL Service

Materials not held by Yamagata University can be borrowed from other university libraries. Please apply at the main counter.

(Only for university faculty and students) (Paid service)

### 4) Copy service by yourself

Library books and materials may be copied within the limits of copyright laws for the purpose of study and research. Please fill in a copy application form and copy the materials on your own.

### 5) Laptop rental

Laptops are available for rental in the library. Please apply at the main counter. (You must have an account and password to connect to the campus Internet.)

### 6) Audio-Visual Materials

There are a number of videos and DVDs available for viewing in the library, and a number of which you can borrow. Please check the label notation. Please apply at the main counter.

### 7) The Open University of Japan, Yamagata Study Center Corner

There is a room on the third floor of the library in which users can use materials from the Open University of Japan for personal study. Yamagata University faculty and students may also borrow these materials.

### 8) Other

You can connect to the Internet through the campus wireless network with your own computer in the 1st-3rd floor reading seats. (You must have an account and password to connect to the campus Internet.)

## ◆ Location of Materials

1 F	Open Stacks	Open Stacks(NDC)
	Handbooks Corner	Natural Science, Engineering Technology
	Oversized book Corner	Books larger than 27cm
	Reference Corner	ASTM, JCPDS Cards
	Paperback Corner	Paperbacks
	Audio-Visual Materials	Videos and DVDs
	English Study Corner	Books for studying English
	Browsing Corner	Newspapers, Journals, Magazines
	Syllabus Corner	Syllabus
	Dictionary Corner	Japanese, English, etc.
	International Student Corner	Books for international students
Fujisawa Shuhei Library	Fujisawa Shuhei Collection	
Yamagata University Publications Corner	Yamagata University Publications	
Internet Corner	Internet	
2 F	Scientific Journals	Japanese journals and dissertations
3 F	Scientific Journals	Foreign journals
	Life Long Learning Room	Open University of Japan Studying Materials
	New Media Room(1)	Videos and DVDs
	Open University of Japan Study Corner	Videos and DVDs from the Open University of Japan
	Language Learning Room	Videos and DVDs for language learning
	Audio Video Room	Computer for image editing and scanner

### Stacks

5F	Books cataloged under prior system
3F	University and research institute Periodicals
1, 2, 4F	General books