KANAZAWA UNIVERSITY LIBRARY GUIDE

CENTRAL LIBRARY
Kakuma-machi, Kanazawa, 920-1192
TEL: 076-264-5211
✉ etsuran@adm.kanazawa-u.ac.jp

NATURAL SCIENCE and TECHNOLOGY LIBRARY
Kakuma-machi, Kanazawa, 920-1192
TEL: 076-264-6554
✉ nst-lib@adm.kanazawa-u.ac.jp

MEDICAL LIBRARY
Takaramachi 13-1, Kanazawa, 920-8640
TEL: 076-265-2141
✉ igakusv@adm.kanazawa-u.ac.jp

HEALTH SCIENCE LIBRARY
Kodatsuno 5-11-80, Kanazawa, 920-0942
TEL: 076-265-2518
✉ htosho@adm.kanazawa-u.ac.jp

http://library.kanazawa-u.ac.jp/
Common RULES

【Loan/Renewal procedure】
Loans and renewals may be carried out via a checkout machine with a student ID or staff ID card.
※ You must borrow and return the following materials at the Service Desk.
  1) Unbound Journals, 2) Audio-visual materials, 3) Materials with supplements
※ Renewals can be carried out via the Library Online Service.
※ Use the following materials only inside the library: the latest issues of Journals and newspapers, reference books, and video materials restricted from removal from the library.

【Return procedure】
The return procedure may be carried out via a checkout machine. When the library is closed, return the books through the book post located at the entrance.
※ Unbound journals, audio-visual materials, materials with supplements, etc. must be returned at the Service Desk where the loan was made.
※ Other materials besides unbound journals, audio-visual materials, materials with supplements, etc. can be returned through any service desk.
⚠ ※ Delay regulation: loans are suspended for as many days as you delayed in returning a book.

【Compensation】
Compensation will be required for damaged or lost books.

【Copies of materials】
When you use the self-service copy machine in the library, please comply with Copyright Laws.

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Prepaid copy machine</td>
<td>✔</td>
<td>✗</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Coin copy machine</td>
<td>✔</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>

Prepaid cards are sold in the Kanazawa University Co-op.

【Use of facilities】
Reservation via the Library Online Service is required prior to using the group studies or private study rooms in each library.
※ Please consult with the staff members at the Service Desk for reservation of other spaces within the library.

What can I do if I do not know how to use the library or how to search for materials?
Please inquire at the Service Desk.
※ Visit the “User Guide” or “Frequently Asked Questions (FAQ)” at each library’s website.
※ Through the Service Desk, we accept any request for explanatory meetings or seminar group (zemi) orientations regarding article searches. Please visit the “Lectures & Workshops” section of our library website.

Use of computers and printers.
You can access Microsoft Office and the Internet using the computers provided in our library. A Network ID issued by the Information Media Center is required.
An Acanthus printer is available for pay use. In order to pay for the use of the printer, charge your Student ID card with electronic money at the Kanazawa University Co-op.
※ As a KAINS-Wifi access point is installed in the library, you can use wi-fi for your personal computer or a mobile terminal device.
General Rules in Each Library

- Number of items available to borrow and renewal of the loan period
- Stack and Storage usage
※ Suspended library account holders cannot perform renewals.
※ Renewal of journals and newspapers is not available.
※ You cannot renew if another user has made a reservation for your borrowed materials.

### Central Library

<table>
<thead>
<tr>
<th>Item type</th>
<th>Loan period</th>
<th>Limit</th>
<th>Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>21 days</td>
<td>Total item limit: 10 items</td>
<td>allowed twice</td>
</tr>
<tr>
<td>Journals or Newspapers</td>
<td>3 days</td>
<td></td>
<td>not allowed</td>
</tr>
<tr>
<td>Audio-visual Materials</td>
<td>21 days</td>
<td></td>
<td>allowed twice</td>
</tr>
</tbody>
</table>

※Stack and Storage access hours: 9:00 a.m. to 30 minutes before library closing time. Registration at the Service Desk is needed prior to entering storage.

### Natural Science and Technology Library

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<td></td>
<td>not allowed</td>
</tr>
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<td>21 days</td>
<td></td>
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</table>

※You have to register on the appropriate computer in front of the Service Desk prior to borrowing materials from the automatic storage system.

### Medical Library

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<th>Loan period</th>
<th>Limit</th>
<th>Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>14 days</td>
<td>5 items</td>
<td>allowed once</td>
</tr>
<tr>
<td>Bound Journals</td>
<td>7 days</td>
<td>6 items</td>
<td>not allowed</td>
</tr>
<tr>
<td>Unbound Journals</td>
<td>Next day</td>
<td>3 items</td>
<td>not allowed</td>
</tr>
<tr>
<td>Audio-visual Materials</td>
<td>7 days</td>
<td>2 items</td>
<td>allowed once</td>
</tr>
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### Health Science Library

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<td>Books</td>
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<td>6 items</td>
<td>allowed once</td>
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<tr>
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<td>7 days</td>
<td>6 items</td>
<td>not allowed</td>
</tr>
<tr>
<td>Unbound Journals</td>
<td>Next day</td>
<td>3 items</td>
<td>not allowed</td>
</tr>
<tr>
<td>Audio-visual Materials</td>
<td>7 days</td>
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Central Library’s Facilities and Services

Learning Commons
A chatting-allowed space that fosters a varied and active learning style and group learning activities using computers and library material.

Third floor
1. Open Studio: A space that allows a learning style suitable to your needs with whiteboards, projectors, moveable desks and chairs that can be freely used. [Reservation of some seats is allowed]
2. Open Studio II: Can be used in the same way as the Open Studio. [Reservation is allowed]
3. Global Communication Studio: A room that enables domestic and international students to engage in daily communication. Here, you can meet with a Learning Concierge for International Students (LeCIS) who offers academic support to international students, and find reference books and journals about studying abroad or learning foreign languages. [Reservation of some seats is allowed]
4. Group Studio A/B: A room for group learning activities such as seminars, etc. Studio A: Eight seats / Studio B: Six seats [Reservation is required]
5. Polaris Studio: A room supporting learning activities for a small number of people. [Reservation of some seats is allowed]

Second floor
6. Book Lounge: A space that permits you to study at ease while having a snack. Casual activities, such as Biblio battle, Science-café, etc. can be held in these spaces, which are equipped with a ceiling projector and a screen. [Reservation of some seats is allowed]
7. Honwa Café: A café in the Book Lounge. Business hours: weekdays from 9:30 a.m. to 7:00 p.m.
   (Closed on Saturdays, Sundays, national holidays and school breaks)
8. Gallery a: An exhibition space in the Book Lounge. Posters, panels, paintings, pictures, etc. are allowed. It is also possible to use this space for club presentations. [Reservation is required]
9. Multimedia Corner: A booth for browsing audio-visual materials owned by the library, such as DVDs and CDs.
10. Info square: An access point to the information. There are computers for searching OPAC plus, for accessing the website, and for searching CD-ROMs.

Other Facilities
1. AV Room: A theater room equipped with a ceiling projector and a screen. Capacity: 66 seats [Reservation is required]
2. Micro-materials Room: Microfilms and micro-fiches owned by the library are placed here. [Reservation is required]

Learning Support
Learning Adviser (LA): Graduate students and undergraduate students enrolled at this university, employed by the library to give other students, academic support such as report writing, learning methods, how to use the library, etc. They are available on weekday afternoons at the Learning Commons.

Learning Concierge for International Students (LeCIS): International students (graduate students, etc.) enrolled at this university, employed as LeCIS to give academic support to other international students. They are available on weekday afternoons at the Learning Commons.

Academic Support Consultation: Faculty members from the Institute of Liberal Arts and Science gives academic support on such as report writing, learning methods, etc. through meetings at the Learning Commons.

Training Courses and Orientations: Training courses about how to write reports, how to collect material resources, etc., and orientations for international students are held several times per year, sponsored by our library.

Reference Services: At the Service Desk, we accept reference questions about article searches and various investigational matters at any time.

Index of Materials Owned by the Library
The Central Library holds materials in the following categories. Please see the floor maps:

1. Books:
   General books, New arrival books, Reference books, Yearbooks, Large-sized books, GS curriculum books, EU documents, Pocket-sized books, Materials for job hunting, Materials for international students, Language qualification, Academic support books, Hokuriku Bank books

2. Journals:
   New arrival journals, Japanese journals, Non-Japanese journals

3. Newspapers:
   Newspapers (kept for six months), Reduced size editions

4. Microfilms and Microfiches: application is required prior to use

5. Rare Books: application is required prior to use
First floor

* When you want to use the stacks and the storage, please take a procedure at the Service Desk.

The library has the following special collections in the stacks and the storage:
The Fourth Higher School Coll., Ishikawa Normal School Coll., Akegarasu Coll., Atoji Coll.,
Miyamoto Coll., Yowado Coll., and Wada Coll.
*You cannot check out books bound in Japanese or Chinese style. Please use them in the library.
Library Website

Library Online Service

login (English)

Login using Kanazawa University ID!
Provided services after login:

Book purchasing Faculty
Purchasing books using a research budget
For detailed information: please refer to the section for faculty members on the library website.

Budget estimation services Faculty
You are able to check your budget for books, journals, and ILL.

ILL: Inter Library Loan services Students Faculty
You are able to borrow books or order photocopies from a laboratory/research room, branch library, or another university library.

Book borrowing status and availability check Students Faculty
You are able to check the status of your borrowed materials, and renew their loan periods.

Use of facilities and making reservations Students Faculty
You can reserve some facilities in the Central Library, NST Library and Medical Library.

Purchase Requests Students Faculty
You can request the purchase of a book for placement in the Library.

OPAC plus

You can search:
* The Kanazawa University Library collection (books, journals, and audio-visual materials)
* Titles of eBooks and electronic journals
* Documents on KURA (Kanazawa University Repository for Academic Resources), academic documents that are written by the academic members of Kanazawa University

When the books you need are checked out by somebody else, you can reserve them through the OPAC plus.
If you want to borrow books from outside Kanazawa University, use the "ILL request" at the Library Online Service.

Acanthus Portal

Services provided through the Acanthus Portal

My bookshelf: list of books you have borrowed before
Editing your e-mail address
Link to the Library Online Service
### Library Hours

#### Central Library

<table>
<thead>
<tr>
<th>During the term</th>
<th>Weekdays*</th>
<th>Saturdays and Sundays</th>
<th>National Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays</td>
<td>8:45-22:00</td>
<td>9:00-17:00</td>
<td>Closed</td>
</tr>
<tr>
<td>Vacation</td>
<td>Weekdays</td>
<td>8:45-17:00</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>Sat., Sun., and National Holidays</td>
<td>Closed</td>
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*During the early-bird service period, the Book Lounge opens at 8:30 a.m. and the Service Desk at 9:00 a.m.

#### Natural Science and Technology Library

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<tbody>
<tr>
<td>Weekdays</td>
<td>8:45-22:00</td>
<td>10:00-17:00</td>
<td>Closed (except the examination term)</td>
</tr>
<tr>
<td>Vacation</td>
<td>Weekdays</td>
<td>8:45-17:00</td>
<td>Closed</td>
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*An IC card key is required to enter the School of Health Sciences Hall 3, in which the library is located, on Saturdays and after 8:00 p.m. weekdays.

Library hours are subject to temporary closed or changed. Please refer to the poster in the library or the website for the latest information.

#### Observe good manners in the library

- No Drinks without Lids
- No Eating
- No Smoking
- No Talking
- Keep Your Voice Quiet