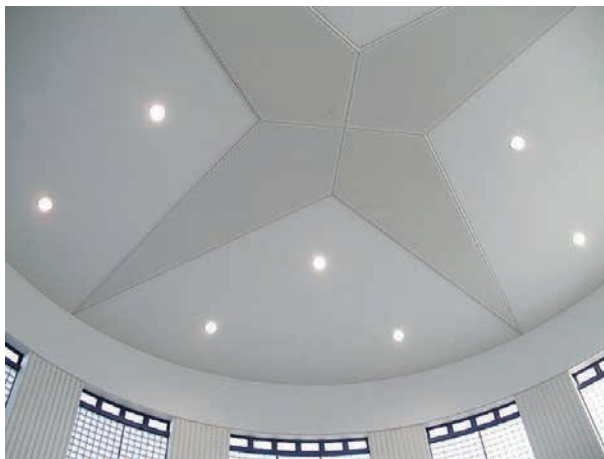


# KANAZAWA UNIVERSITY LIBRARY GUIDE



## CENTRAL LIBRARY

Kakuma-machi, Kanazawa, 920-1192

TEL: 076-264-5211

✉ [etsuran@adm.kanazawa-u.ac.jp](mailto: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](mailto: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](mailto: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](mailto:htosho@adm.kanazawa-u.ac.jp)

<https://library.kanazawa-u.ac.jp/>



Library Website

# Common RULES

## 【Loan/Renewal procedure】

Loans and renewals may be carried out via a checkout machine with a student ID card, staff ID card or Kanazawa University ID App.

- ※ 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, books' bound in Japanese or Chinese style.



Checkout machine

## 【Return procedure】

The return procedure may be carried out via a checkout machine. When the library is closed, return the books through the Book Drop 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.** ※ The same regulations apply if you delay in School of Economic Library.

## 【Compensation】

Compensation will be required for damaged or lost books.



No Writing in Books

## 【Copies of materials】

When you use the self-service copy machine in the library, please comply with Copyright Laws.

	Central Lib.	NST Lib.	Medical Lib.	Health sci. Lib.
Prepaid copy machine	○	○	○	○
Coin copy machine	○	×	○	×

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)" or "Chatbot" 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 KAINS ID issued by Emerging Media Initiative is required.

Printer is available for pay use.

- ※ 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

Item type	Loan period	Limit	Renewal
Books	21 days	Total item limit: 10 items	allowed twice
Journals or Newspapers	3 days		not allowed
Audio-visual Materials	21 days		allowed twice

※ 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

Item type	Loan period	Limit	Renewal
Books	21 days	Total item limit: 10 items	allowed twice
Journals	3 days		not allowed
Audio-visual Materials	21 days		allowed twice

※ 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

Item type	Loan period	Limit	Renewal
Books	14 days	5 items	allowed once
Bound Journals	7 days	6 items	not allowed
Unbound Journals	Next day	3 items	not allowed
Audio-visual Materials	7 days	2 items	allowed once

### ■ Health Science Library

Item type	Loan period	Limit	Renewal
Books	14 days	6 items	allowed once
Bound Journals	7 days	3 items	not allowed
Unbound Journals	Next day	3 items	not allowed
Audio-visual Materials	7 days	3 items	allowed once

# 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 find reference books about studying abroad or learning foreign languages.  
[Reservation of some seats is allowed]
- ④ ⑤ **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]
- ⑥ **Polaris Studio:** A room supporting learning activities for a small number of people.  
[Reservation of some seats is allowed]

### Second floor

- ⑦ **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]
- ⑧ **Honwa-Cafe:** A cafe in the Book Lounge. Business hours: weekdays from 10:00 a.m. to 5:00 p.m.  
(Closed on Saturdays, Sundays, national holidays and school breaks)
- ⑨ **Gallery α:** 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]
- ⑩ **Multimedia Corner:** A booth for browsing audio-visual materials owned by the library, such as DVDs and CDs.

## ■ Shiko no Mori

An exhibition space that provides an overview of the history of Kanazawa University and a gateway to the various disciplines studied at the university.

## ■ Other Facilities

- ⑪ **AV Room:** A theater room equipped with a ceiling projector and a screen. Capacity: 66 seats [Reservation is required]
- ⑫ **Micro-materials Room:** Microfilms and microfiches owned by the library are placed here.  
[Reservation is required]

## ■ Learning Support

**Library Learning Adviser (LiLA):** Graduate students, undergraduate students and International students (graduate students, etc.) 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.

**Writing Center:** LiLA members provide guidance and assistance on writing academic essays in English at Polaris Studio.

**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:

### 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, Hokuriku Bank books

### Journals:

New arrival journals, Japanese journals, Non-Japanese journals, Large-sized journals

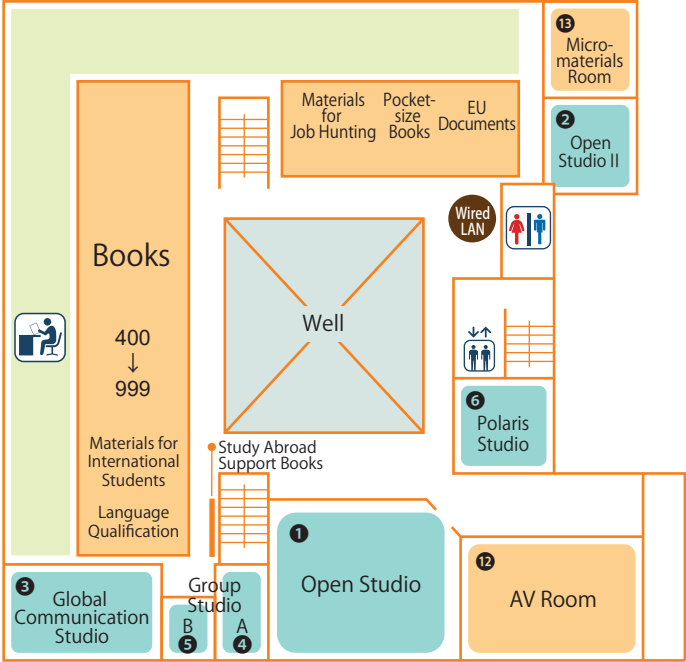
### Newspapers:

Newspapers (kept for six months), Reduced size editions

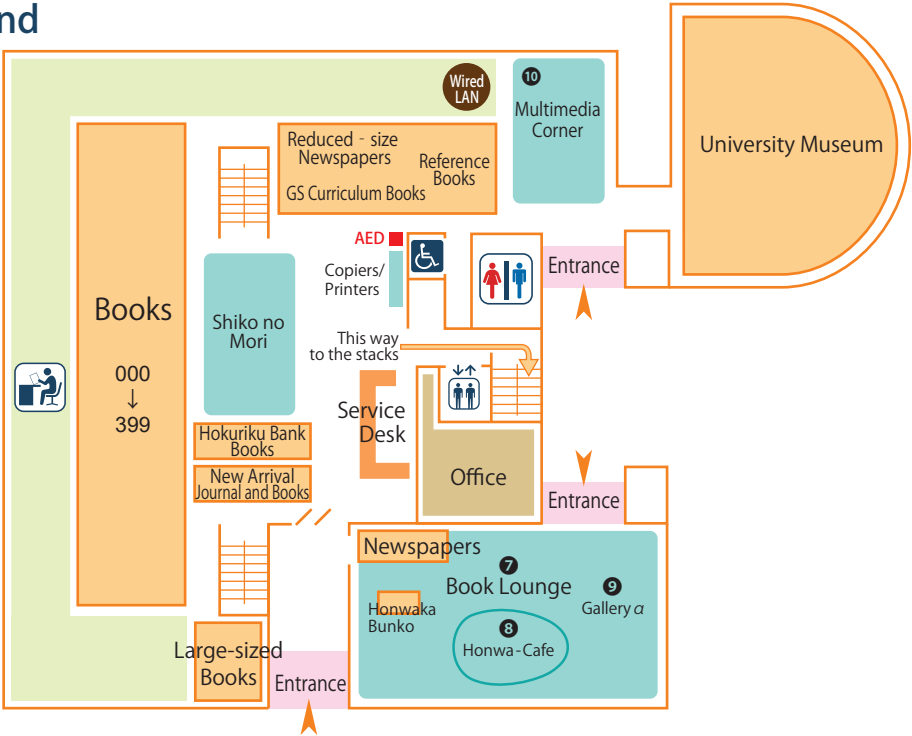
**Microfilms and Microfiches:** application is required prior to use

**Rare Books:** application is required prior to use

Third floor

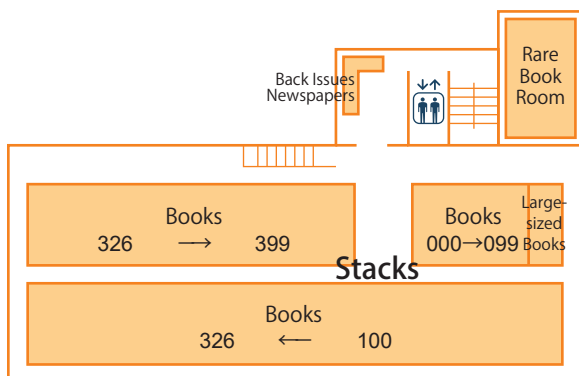


Second floor

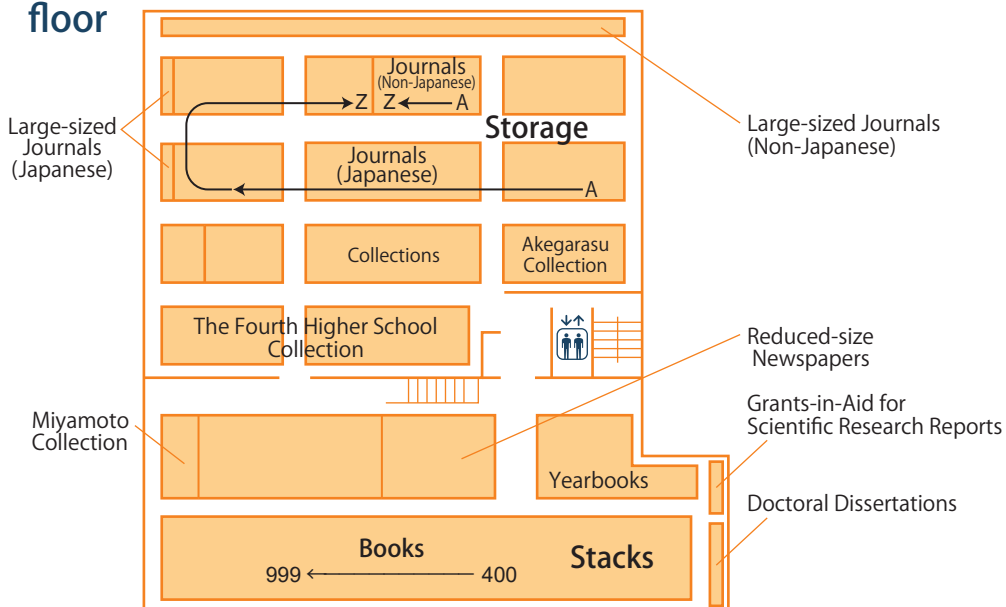


## First floor

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



## Basement floor



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., Ida Coll., Urai Coll., Kaneto Coll., Kishi Coll., Komai Coll., Suzuki Coll., Tsingtau Coll., Hojo 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:

### Books Purchase Faculty

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

### Budget Usage Report Faculty

You are able to check your budget for books, journals, and ILL.

### ILL Request Students Faculty

You are able to borrow books or order photocopies from a laboratory/research room, branch library, or another university library.

### Lending Situation Students Faculty

You are able to check the status of your borrowing materials, and renew their loan period.

### Reservation Situation Students Faculty

You are able to check the status of materials you reserved.

### Booth Reservation Students Faculty

You are able to reserve some facilities in the Central Library, NST Library and Medical Library.

### Book Request Students Faculty

You are able to request the purchase of a book for placement in the Library.

### User Information Students Faculty

You are able to check your registration information.

## 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 (Library services)
- Link to the Library Online Service
- Maruzen eBook Library

# Library Hours

## Central Library

During the term	Weekdays*	8:45-22:00
	Saturdays and Sundays	9:00-17:00
	National Holidays	Closed
Vacation	Weekdays	8:45-17:00
	Sat., Sun., and National Holidays	Closed

\*The Book Lounge opens at 8:30 a.m. and the Service Desk at 9:00 a.m.

## Natural Science and Technology Library

During the term	Weekdays	8:45-22:00
	Saturdays	10:00-17:00
	Sundays and National Holidays	Closed (except the examination term)
Vacation	Weekdays	8:45-17:00
	Sat., Sun., and National Holidays	Closed

## Medical Library

During the term	Weekdays	8:30-22:00
	Saturdays	10:00-16:00
	Sundays and National Holidays	Closed
Vacation	Weekdays	8:30-17:00
	Sat., Sun., and National Holidays	Closed

## Health Science Library

During the term	Weekdays	8:45-22:00*
	Saturdays*	10:00-17:00
	Sundays and National Holidays	Closed
Vacation	Weekdays	8:45-17:00
	Sat., Sun., and National Holidays	Closed

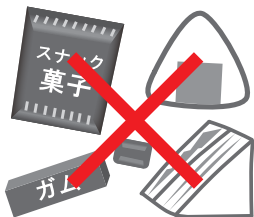
\*An IC card key is required to enter the School of Health Sciences Hall 3, in which the library is located, on Saturdays and after 8:00 p.m. weekdays.

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