

## Online service

- Library's homepage (Eng)

[https://lib.tut.ac.jp/index\\_e.html](https://lib.tut.ac.jp/index_e.html)



· Announcements from the library, opening calendar, library guide, online reservation site for facilities etc. are posted on the library website.

Besides that, the following functions are also available.

- Search for materials (OPAC)

· Use OPAC to search for books, magazines, audiovisual materials, etc. OPAC will give you all the information that you need to find materials on the shelves in the library. Books are arranged in the order of the number of call mark.

- My library

· Confirmation of loaned book · Extension of lending period · Request for ILL service · Request to borrow from Toyohashi City Library · Student book purchase request can be made.

- Using electronic materials

· You can search for electronic journals, e-books, databases.

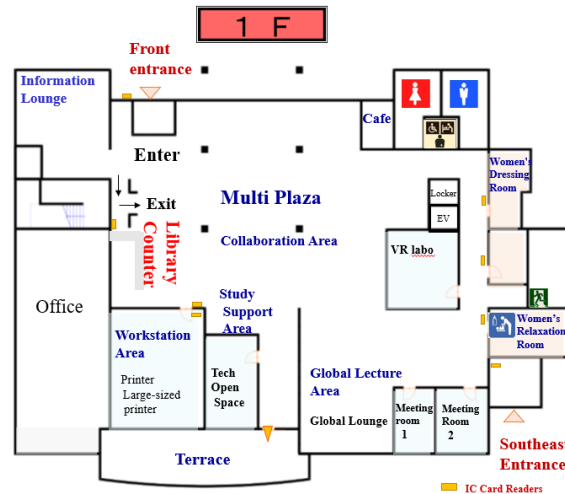
### Attention

· **Only Drinks with lids and water bottles are allowed inside the library entrance gate, information lounge and workstation area** If you have food and drinks that are not allowed, please place them in your bag or leave them at the counter before entering.

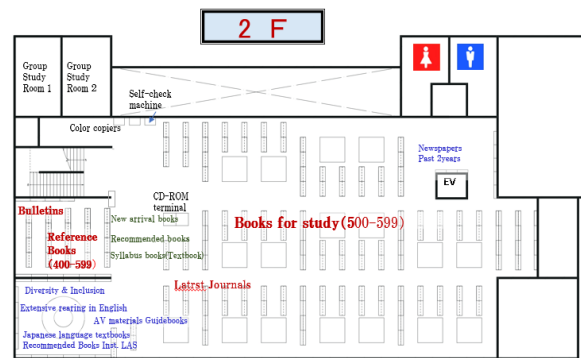
- **Please use your own ID card** to enter the library. **Do not lend your ID card or borrow another person's ID card.**
- Please pass through the gate one by one.
- **Switch off your mobile phone or turn it into silent mode. Do not make phone calls** inside the library.

- Please carry your stuff when you leave your seat.
- If you damage any facilities or equipments by intention or negligence, or lose or damage the materials, you will be required to compensate. Please take note.

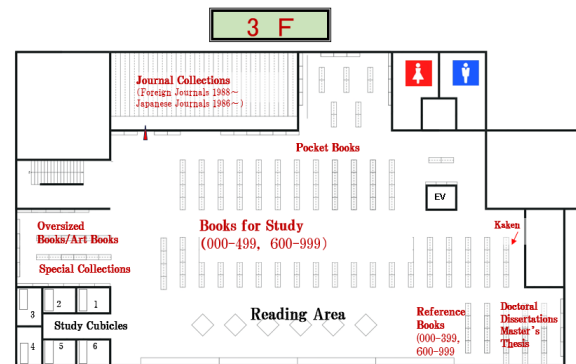
## Floor map



1F Multi Plaza



2F Quiet area (for individual/multi-person learning)



3F Quiet area (individual study only)

Please eat and drink in designated areas only.

<Map of places where you can eat and drink>

[https://lib.tut.ac.jp/guidance/eatspace\\_e.pdf](https://lib.tut.ac.jp/guidance/eatspace_e.pdf)



## Toyohashi University of Technology Library

# Library Guide (For TUT members)

### Library opening hours

Regular	Mon~Fri	9:00~20:00
Vacation	Mon~Fri	9:00~17:00

Sat., Sun., Holidays : Closed

Fully closed : summer holidays, New Year holidays,  
2-3 Floor closed: collection inspection days  
In the morning once a month, etc.

Except the fully closed days or switching time from after-hours opening to regular hours opening, regular opening hours and after-hours opening is held. (Unmanned opening / Automatic opening) For details, please refer to the library opening calendar at library's homepage.



Contact Toyohashi University of Technology Library  
E-mail: [tosh@office.tut.ac.jp](mailto:tosh@office.tut.ac.jp)  
Tel: 0532-44-6564, 6565 (direct)  
Library homepage [https://lib.tut.ac.jp/index\\_e.html](https://lib.tut.ac.jp/index_e.html)

## \* Regular Library Hours \* Entering • Browsing

### ■ Entering the library

- The first floor is free to enter and exit.
- For entry to the library area (2nd and 3rd floor), an ID card (student/staff pass) is required.

Hold the ID card over the IC reader at the entrance gate and pass through when the gate opens. Please inform the counter if you forget to bring your card.

### ■ Browsing

- Browsing can be freely viewed except some materials. When you finish browsing, please return the materials to their original location.
- If you wish to browse books or magazines that are in the laboratory or separate archive, please inform the counter.

## Borrowing materials

### ■ Procedure

- Show your ID card (student / staff pass) with the material you intend to borrow at the counter.

- General books can also be borrowed using the self-check book machine installed on the 2nd floor.

### ■ Types of material and lending period

	Student		Staff	
Types of Material	Number of books	Lending period	Number of books	Lending period
General Material	Up to 7 books	Within 20 days	Up to 10 books	Within 30 days
Audio-visual material	Up to 3 items	Within 3 days	Up to 3 items	Within 3 days

\* During summer vacation and student internships lending periods are extended.

\* Audiovisual materials that can be borrowed are CD copyright processed DVD.

\* Non-lendable Materials, Journal, Magazine, Newspaper, Redmark DVD cannot be rented. Only available for watching in the library.

You can watch it in the group study room on the 2nd floor or the study cubicle room1·2 on the 3rd floor.

### ■ Extension of lending period

- If the books are not reserved, you can extend for once within the lending period. You can extend by My Library on the library website.

### ■ Reservation

- If the book you need are on loan to another person, you can make a reservation for lending materials. Please search on OPAC and click the reservation button.

## Returning borrowed materials

### ■ Procedure

- Please return borrowed books to the counter or put into the book postbox next to the front door of the library.

You can also use the self-check book machine installed on the 2nd floor. If you return using the self-check book machine, please put the book into the book postbox next to it.

- To prevent damage, audiovisual materials and attached materials (CD-ROM) must not put into the book postbox. Please hand them over to the library staff at the counter during regular opening hours.

※ If the return of materials is delayed, you cannot borrow materials for a certain period of time as penalty. Please take note.

## Copiers

### ■ Color copiers (for official use)

- Staff pass or a Xerox card is required. If students need to use this copier, please obtain the Xerox card from your supervisor. Library dedicated Xerox cards are distributed to faculty members that wish to use.

※ If you want to make a photocopy of some material in library, please make sure to fill the "Photocopy application form" next to each copier and submit it.

## Computers

### ■ Large-sized Printer [Workstation Area (1st Floor)]

- A large-format printer for printing posters and a printer (multifunction machine) that can print from each user's PC and USB are installed in the workstation area.

If you wish to enter the library outside of 9:00-16:50 on weekdays, you will need an ID card and a "PIN code". Non-faculty members (students and staffs) are required to attend a library usage guidance.

- You must apply in advance to use the large-format printer.

Faculty members and staffs are required to apply only for the first time, while students need to apply for every year.

### ■ OPAC (Online Public Access Catalog) / NDL Digital

Collections terminals [1st floor]

- Available during opening hours. Please inquire at the counter to view materials that are available with Digitized Contents Transmission Service of National Diet Library Digital Collections.

### ■ CD-ROM dedicated terminal [2nd floor]

- You can use CD-ROM attached to the book.

### ■ Wireless LAN

- Available inside the buildings. Authentication for wireless LAN connection and authentication for using the university network are required.

### ■ LAN connection

- You can use it in the meeting room on the 1st floor.

## Facilities

- On the 1st floor, there are two meeting rooms. On the 2nd and 3rd floor, there are two group study rooms, and six study cubicles.

Please make a reservation procedure, if you wish to use.

You can use web reservation system. (Reservations are on a first-come-first-served basis)

- No reservation is required for workstation area.

## \*\* Library After-hours \*\* Precautions for use

Ex) Weekday Please leave once and enter again with ID card

Regular hours	Library After-hours	No entry during the transition (2nd and 3rd floor)
9:00~20:00	20:00~8:30	8:30~9:00

### ■ Using Library

- During Library After-hours, you need an ID card to enter the building. Hold an ID card over the IC card reader (touch panel) next to the door and enter "PIN code" to the library space (2nd and 3rd floor) and workstation area (1st floor). It is necessary to attend library guidance to obtain "PIN code".

### ■ Borrowing

- Only general books are available. Please use the self-check book machine. Installed on the 2nd floor. From 2 AM to 4 AM, the self check-machine isn't operating due to maintenance.

### ■ Returning

- Please put into the book postbox installed next to the front door of the library. Or, please return it with the self-check machine in the library. In that case, please put the books that have completed the returning procedure into the postbox installed next to the self-check machine.

- To prevent damage, please hand over attached materials (CD-ROM) and audiovisual materials to the library staff during regular opening hours.

### ■ Facilities

- Facilities on 2nd and 3rd floor and meeting rooms on the 1st floor can not be used during library after-hours.

### ■ Countermeasures against abnormalities

- If self-check machine's system has troubles, please fill in your ID number and name on the back of the receipt, and put your book in a "return bag" with receipt and put it into the box next to self-check machine. Library staffs will correspond the next day.

- In the unlikely event of an emergency, please contact the security guard room with "Security guard direct phone line" beside the library counter. (Just raise the handset, it leads to the security guard room.)

### ■ Security and others

- Air conditioning is in operation. If you open the window, please close it when you go home for security reasons. Thank you for your cooperation.