

Important Notice: Restriction on using materials



With the renovation, the IMSUT Library **will transfer** the majority of the materials that we had in the past **to other libraries** within the university. The targeted materials cannot be used until all the procedures are completed. We apologize for any inconvenience, but please understand.

FAQ

Q Is there any procedure required to enter the library?

All the IMSUT members can enter the library without any special procedure in weekdays, during daytime when library staffs are available. In order to use 24 hour a day, please fill in the application form and submit it to the IMSUT Library office.

Q What should I do with my Library card (図書利用カード)?

IMSUT Library card (医科研図書利用カード) has been abolished completely since November, 2015. Please discard the card, for you will never need it again in the future. Or, please return it to the library.

Q I need the copy of an article, but have no public expense...

Those who cannot use public expense, please talk to the library staff! We will check up the way to get the copy you need other than by using public expenses.

About IMSUT Library

Opening Hours

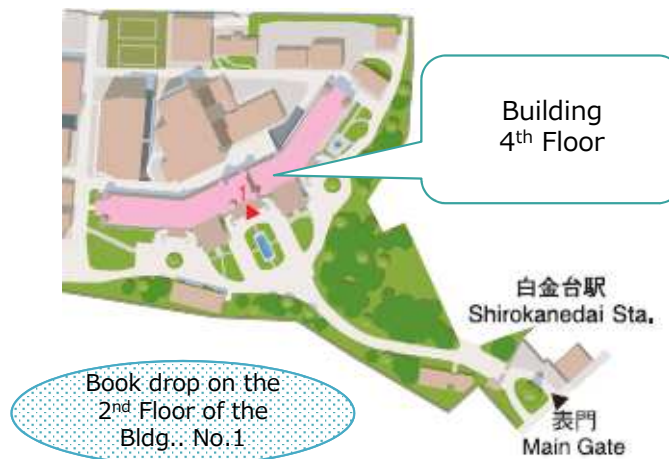
Weekdays from 9:00 AM to 5:00 PM
(Service counter closed from 12:00 AM to 1:00 PM)
*Members of IMSUT can enter the library 24 hours a day.

Application Forms

Application forms are available either by downloading from the web site or by visiting the library office.

- (A) [Application form to Pass to Library UTokyo](#)
- (B) [Application form for the MyOPAC delivery request service](#)
- (C) [Application form to Pass to the IMSUT Library](#)

Access



Contact us

Library and Information Team

Administrative Affairs Division, The Institute of Medical Science

Tel: 03-5449-5226 (Ex.: 75226)

E-mail: imstosho@ims.u-tokyo.ac.jp

Web site:

<http://www.ims.u-tokyo.ac.jp/imswww/soshiki/tosho/eng/index-e.html>

Office hours: 9-12 a.m., 1-5 p.m., weekdays.

Contact us for any questions by e-mail, phone call, coming to the office or sending message to Web form ([ASK service](#) by the UTokyo Library system).

2017.7.14

For IMSUT members

User's Guide to IMSUT Library

User's Guide to UTokyo Library Resources

2017



IMSUT Library

Building No. 1, 4th Floor

Using the IMSUT Library

What you can do in IMSUT Library



- Viewing and lending materials
- Writing and learning with your own PC
- Using campus wireless LAN (UTokyo WiFi) and power supply
- Viewing and printing e-journals
- Receiving books you ordered (*1)
- Procedure for applications (*2)

How?

- No procedure is required on weekdays from 9 a.m. to 5 p.m..
- Apply for the enter the library 24 hours a day.

Order a book from the other library in UTokyo (For Free)

Can't find the book in IMSUT Library? You can order the book from over 30 libraries in UTokyo campuses to IMSUT Library and borrow it for free.

Persons bearing a student / employee ID (IC card type) and anyone who has UTokyo Account can use the service (*3).

How?

- Bring your ID to the library and submit application form to Pass to Library UTokyo (*4)
- When you find the book you want to borrow, login to MyOPAC and click on the reserve button



*1, 2 ... Available only during office hours
 *3 ... Contact us if you don't have an IC card type ID haven't issued it yet.
 *4 ... If your student information is registered to Utmate, your student ID (IC card) is ready to use the UTokyo libraries and books without procedures. Application is necessary only if you wish to receive books at IMSUT library.

Getting Access to the Library Resources of UTokyo

Using the E-materials

Many e-journals and databases are available by subscription agreement of UTokyo Library system. If connected to the UTokyo network, you can use them even from the PC in your office.

○Examples of databases you can use :

	All fields / Paper & e-materials cross-search
	Medical articles search / Japanese
	Medical articles search / English (For UTokyo members)
Caution) Enter from <u>the dedicate URL</u> in order to view all the articles including the ones contracted by UTokyo	
	All fields search
	All fields search
	Nursing field articles search
	Newspaper articles

○Check GACoS -the gateway to look for academic information- for more details about each database. Check E-journal & E-book Portal for more about each e-title.

GACoS E-journal & E-book Portal

Order Copies of an article / Books not on campus (For a fee)

Order the book that UTokyo Libraries don't have, or the copy of an article which the UTokyo e-collections don't include, from the other university library for a fee.

Paid services are for anyone who can use the public expense (laboratory budget).

How?

- Register your public expense by submitting the application form for the MyOPAC service (Signature of laboratory manager is required)
- Bring your ID card too if you haven't registered for UTokyo library yet
- Log in to MyOPAC, and apply for article copies, and books from outside the UTokyo
- When in a hurry, order by email or phone without logging in to MyOPAC



Using E-resources from Outside UTokyo campus

When you want to browse e-journals off campus such as home, use the authentication services for faculty staffs / students and access the UTokyo network.

How?

- See the pamphlet (→) or GACoS website for details
- Among all faculty staffs, members who can use this service are:
 Faculty Members, Fixed-term Project Staff, Fixed-term Part-time Project Staff enrolled at UTokyo

