

FAQ

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

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

Q I will receive the book at IMSUT Library.

A If you are researching at the IMSUT, you can change the pick-up library to IMSUT library. Please ask Library staff.

Q Where can I return books?

A Return books to the Service Counter on weekdays. Or, please use the book drop on the 2nd floor of the First Building.

If the book was borrowed from a library on a different campus, it can be returned without visiting the campus. Return the book to IMSUT Library.

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).

Access

Shirokanedai campus



▼ Library First Building, 4th floor

When you go up central stairs to the 3rd floor, there are stairs to the 4th floor on the right side. Elevator can also be used up to the 3rd floor. Students, faculty, and staff with disabilities, please contact us by e-mail.

▼ Book Drop

First Building, 2nd floor
Book drop besides mail boxes.



For IMSUT members

User's Guide to IMSUT Library



Opening Hours

• Weekdays
(9am-5pm)

• Counter service
• Use of reading room

• Weekdays
(9am-5pm)

• Saturday, Sunday,
and public holidays

• Use of reading room
(Required to be
registered in advance as
a user.)

Contact us

Library and Information Team

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

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

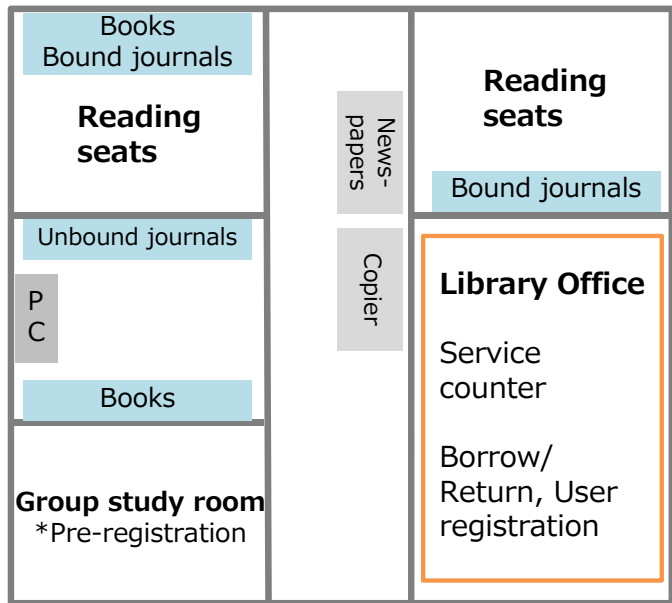
Web site :

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

Office hours : 9am-12pm, 1pm-5pm, weekdays

2019.9.11

Floor Map



- The reading seats can be used for 24 hours.*

Reading / Borrowing / Return

| | Books | Journals | Materials Not for Loan • Reference books • Unbound journals |
|----------|---------|-------------|---|
| Period | 1 week | 1 day | |
| Quantity | 5 vols. | 8 vols. | |
| Renew | 1 time | Unavailable | |

- Borrow : Please bring the materials and your student/faculty ID card to the counter. Or please fill in "Book Borrowing Form" and put it in collection box.
- Return : Please bring the materials to the counter or book drop(First Building, 2nd floor).

Photocopy

- To use the machine, you need the copy card of your laboratory.
- Photocopying personal items is not permitted.
- Photocopying may be restricted by the Copyright Law or conditions of the materials.

Delivery of books / copies

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

Order Copies of an article / Books not in UTokyo (For a fee) **

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

How?



- Bring your ID card too if you haven't registered for UTokyo library yet.
- Log in to MyOPAC, and click each button to apply. When in a hurry, order by email or phone without logging in to MyOPAC.
- If you are researching at the IMSUT, you can change the pick-up library to IMSUT Library.

Using Group Study Room

- A group have to be 2 to 8 people.
- Weekdays 9am-5pm / Until 3 hours per day
- Equipment : White board, Monitor
- Pre-registration: Please ask Library staff

About application

- If you only use IMSUT Library, all of the IMSUT members doesn't need any special procedures.
- ** You are required to be registered in advance as a user. (Reception time : Weekdays 9am-5pm)

The application can be downloaded from the website, we are also distributing it in the library.

- * Application form to Pass to Libraries of the University of Tokyo
- ** Application from for the MyOPAC delivery request service University of Tokyo Library System (Signature of laboratory manager is required)
- * Application for overtime use

Use of PC / network

- Campus wireless LAN (UTokyo WiFi) and power supply can be used.
- There are two PCs in the library for searching books.

Using the E-resources

GACoS E-journal & E-book Portal

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

<https://www.dl.itc.u-tokyo.ac.jp/gacos/e/index-e.html>

Using E-resources from Outside UTokyo campus

When you want to browse e-journals from 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 detail



Important Notice: Restriction on using materials



With the renovation, 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.