

FAQ

Q I would like to obtain a copy of an article. How do I pay the fee?

A You can pay with public or private expense.

Q My affiliation is with the Graduate School of Medicine, but I am conducting research at IMSUT. Can I order books from other UT libraries to IMSUT Library?

A If you are a member of a laboratory at IMSUT, you can change the receipt counter to IMSUT library. Please ask Library staff.

Q Where can I return books?

A Return books to IMSUT Library on weekdays (9am-12pm, 1pm-5pm) or, use the book drop on the 2nd floor of the First Building.

Books borrowed from other libraries can be returned 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

Take the central stairs of the 1st Building up to the 3rd floor, and the stairs to the 4th floor will be on your 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 (The library office is closed 12pm-1pm)
	• Use of reading room
• Weekdays 5pm-9am • Saturday, Sunday, national holidays, and New Year's holidays	• Use of reading room (Required to be registered in advance as a user.)

Contact us

IMSUT Library (Library and Information Team)

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

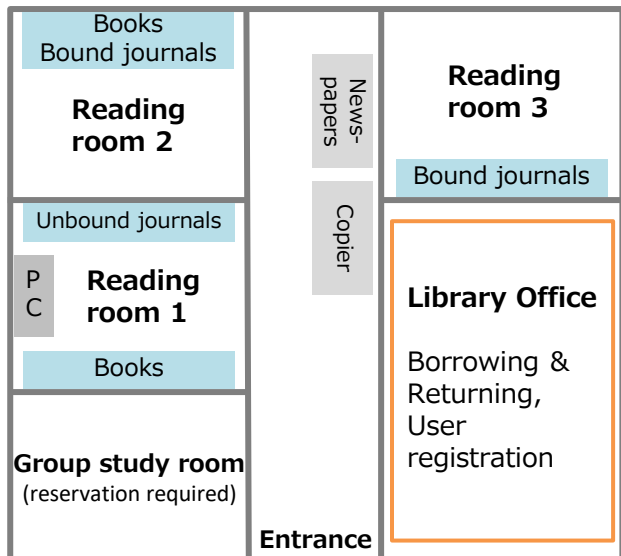
E-mail : imstosho@ims.u-tokyo.ac.jp

Web site : <https://www.ims.utokyo.ac.jp/library/en/>

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



Floor Map



- Reading rooms are available for 24 hours. (※1)

Borrowing and returning of materials

	Books	Journals
Period	1 week	1 day
Quantity	5 vols.	8 vols.
Renew	1 time	Unavailable

Materials Not for Loan

- Reference books
- Unbound journals

- **Borrowing** : Please bring materials and your student/faculty ID card to the library office. When the office is closed, please fill in "Book Borrowing Form" and put it in collection box.
- **Returning** : Please bring the materials to the library or book drop (First Building, 2nd floor).

Photocopying of materials

- There is a card-operated photocopier in the library. Please ask Library staff when you use it.
- Photocopying personal items is not permitted.
- Photocopying may be restricted by the Copyright Law or conditions of the materials.

Delivery of books / copies

Order books from other libraries in UTokyo (Free Service) (※2)

Order copies of an article / Books not in UTokyo (Paid Service) (※2)(※3)

○UTokyo OPAC

https://opac.dl.itc.u-tokyo.ac.jp/opac/opac_search/?lang=1



- Bring your ID card if you haven't registered for UTokyo library yet.
- Log in to MyOPAC and click each button to order. If you are in a hurry, you can also order by e-mail.
- If you are a member of a laboratory at IMSUT, you can change the receipt counter to IMSUT library.

Application for use

- Application for use is not required if you just want to browse the materials in the library or use the reading room.
- Pre-registration is required to use ※1-3. (Office Hours: Weekdays 9am-12pm, 1pm-5pm)

The application forms are downloadable from the website, we are also distributing them in the library.

(※1) [Application form for After hours use](#)

(※2) [Application form to Pass to Libraries of the University of Tokyo](#)

(※3) [Application form for the MyOPAC delivery request service University of Tokyo Library System](#)

(Signature and seal of a responsible faculty member is required if you'll use public expenses)

Using Group Study Room

- Weekdays 9am-5pm
- 1 person: 2 hours per day. Cannot be extended. Group (up to 8 persons): 3 hours per day.
- Equipment : White board, Monitor
- Reservation: Please use the application form on the library website, send an email to the library, or ask library staff.



Use of PC / network

- Campus wireless LAN (UTokyo Wi-Fi) and power supply can be used.
- There is one PC in the Reading room for searching books.

Using E-resources

Please visit "Literacy" website, where you can find how to access databases, e-journals and e-books available at UTokyo.

○Literacy

<https://www.lib.u-tokyo.ac.jp/en/library/literacy>



Using E-resources from off-campus

"Ezproxy" service allows off-campus access to e-resources. For details, please see the "Off Campus" page on the Literacy site.

○Literacy > User Guide > Off Campus

<https://www.lib.u-tokyo.ac.jp/en/library/literacy/user-guide/campus/offcampus>

