

Library Guide

for students and Personnel

at Tsuru University

Tsuru University Library collects materials for students, faculty members and staff to use for learning, research and education. The library has about 390,000 books. (Education: 25,000, Language: 27,000, Literature: 83,000, Others (History, Sociology, Science, ...etc.: 255,000).

Library Hours

Regular Term

Mon.-Sun. 9:00-21:00



Vacation time

Mon.-Fri. 9:00-17:00

Closed on weekends, inventory days

☆Please look at the Library calendar on the website for more information http://tsurulib.tsuru.ac.jp/gate?module=topen=>

Borrowing

- · When you borrow books, you need your ID card.
- You can use ABC (Automatic Book Circulation) machines at 2F and 3F.
- You can renew the loan for one additional period except the book is reserved by others.

	Books	Reserved	Journal	DVDs
		Books	Back	
			numbers	
Students	10	3	3	1
	(14days)	(3)	(7)	(3)
Graduate	20	3	10	1
Students	(30)	(3)	(14)	(3)
Faculty	30	3	30	Circu-
members	(30)	(7)	(30)	lation
Staff				desk

Return

- Please bring borrowed books and DVDs to the circulation desk. You don't need ID card.
- When the library is closed, put <u>the books</u> drop outside of the entrance. (DVDs, CDs, videos are return to the circulation desk when the library is open).
- If you have an overdue book, you may not borrow any books. After returning the overdue book, you cannot borrow for a period equal to the time that the book was kept beyond its due date.

Reminders

- Eating are only allowed in entrance. Smoking are not allowed in the Library. You can brought in drinks with lid.
- Please keep silent. Set your mobile phone to silent mode and refrain from talking on the phone in the Library.
- Report any loss of or damage to any library materials.
- · Keep your valuables with you at all times.

Library Homepage and OPAC

You can access to the Library website, and search OPAC (Online public access catalog), use Databases, and e-journals.

https://www.tsuru.ac.jp/site/library/





Tsuru City Library

You can also use Tsuru City Library with your university ID card.

Please feel free to contact us when you need help!



Floor plan

* Books are suspended according to Nippon Decimal Classification. On the side of the bookshelf, detailed classification is signed.

4F: Philosophy, Language, Literature

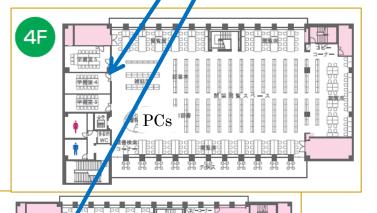
3F: Society, History, Natural science

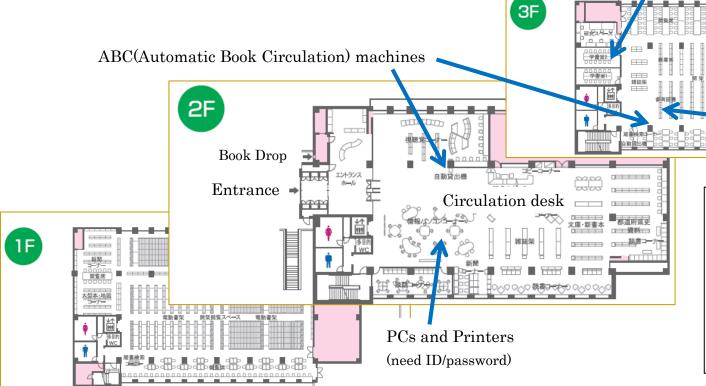
2F: Exhibitions, Pocketbooks, DVDs, magazines

1F: Art, Sports, Collections, Journal back numbers

Group Study Rooms

If you want to use a Group study room, apply for use at the circulation desk.





Photocopying

• The price is ¥10/sheet (black and white)

Reserved Books

特別資料室

• Observe the copyright law for photocopying in the Library (ex: Don't copy other than Library materials, Don't copy a book in its entirety, ...etc).

Please ask Staff if you have any questions.