



## 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=top&path=libCal/calendar&method=open>>

### 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 Books	Journal Back numbers	DVDs
Students	10 (14days)	3 (3)	3 (7)	1 (3)
Graduate Students	20 (30)	3 (3)	10 (14)	1 (3)
Faculty members	30 (30)	3 (7)	30 (30)	Circulation desk

### Return

- Please bring borrowed books and DVDs to the circulation desk. You don't need ID card.
- When the library is closed, put the books 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.

ABC(Automatic Book Circulation) machines

2F

Book Drop

Entrance

Circulation desk

PCs and Printers  
(need ID/password)

4F

PCs

3F

Reserved Books

1F

## Photocopying

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

