

How to use the library



広島大学図書館
Hiroshima University Library

2.1. Borrowing and returning materials

Your **student ID** is required to borrow materials.



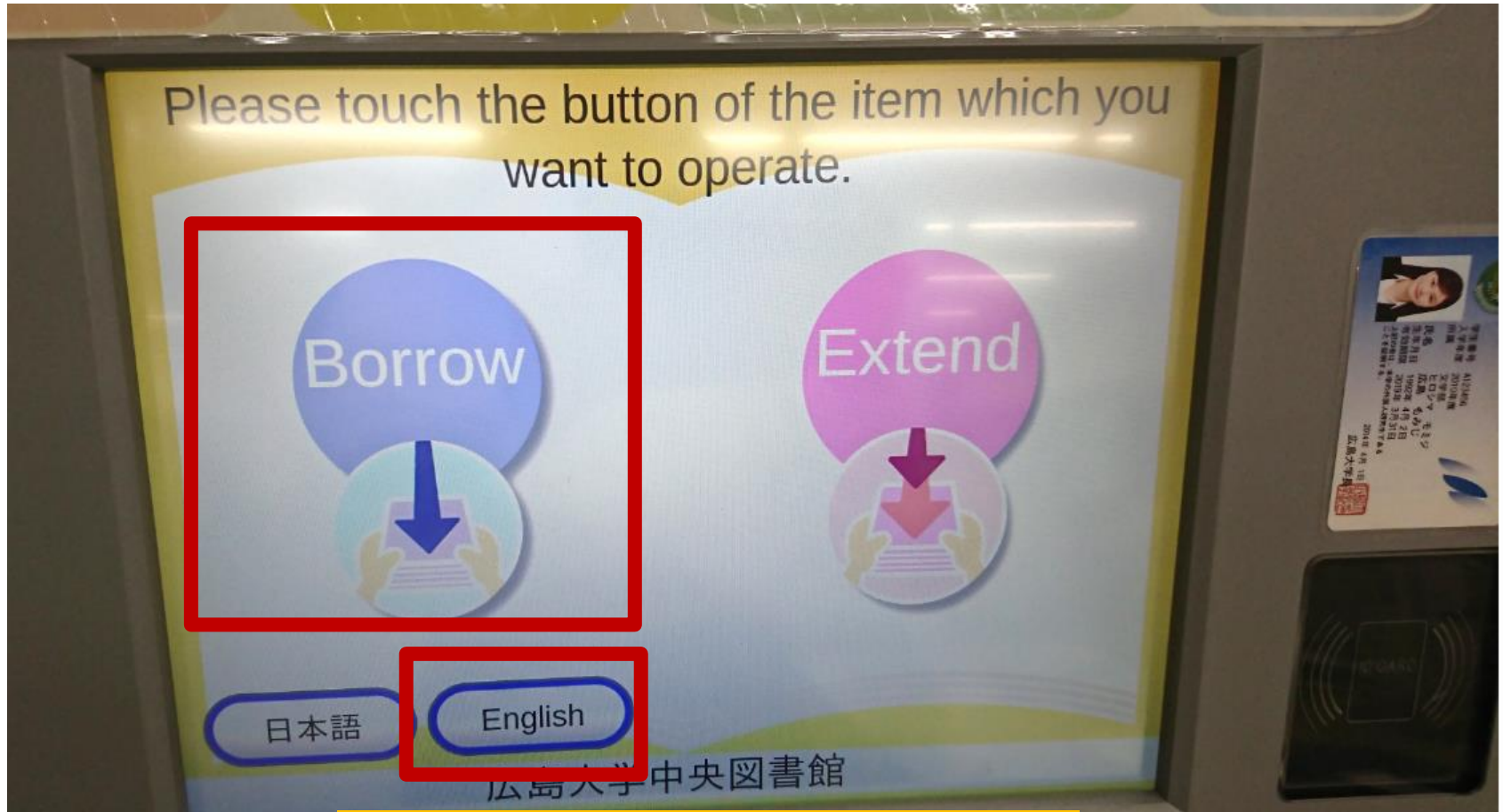
Student ID

Items you would like to borrow

Number of items and loan period **Please request East Library materials through the library website.**

	Books	Journals*	AV materials
Number	10 from each library	5 from each library	3 from each library
Period	3 weeks	1 day (No overnight loan)	1 week
Checkout Methods	Counter Self-checkout machine	Counter only	Counter only
Return Methods	Counter Book drop	Counter only	Counter only

Borrowing Books by using a Self-checkout machine



① Touch "Borrow"

Borrowing Books



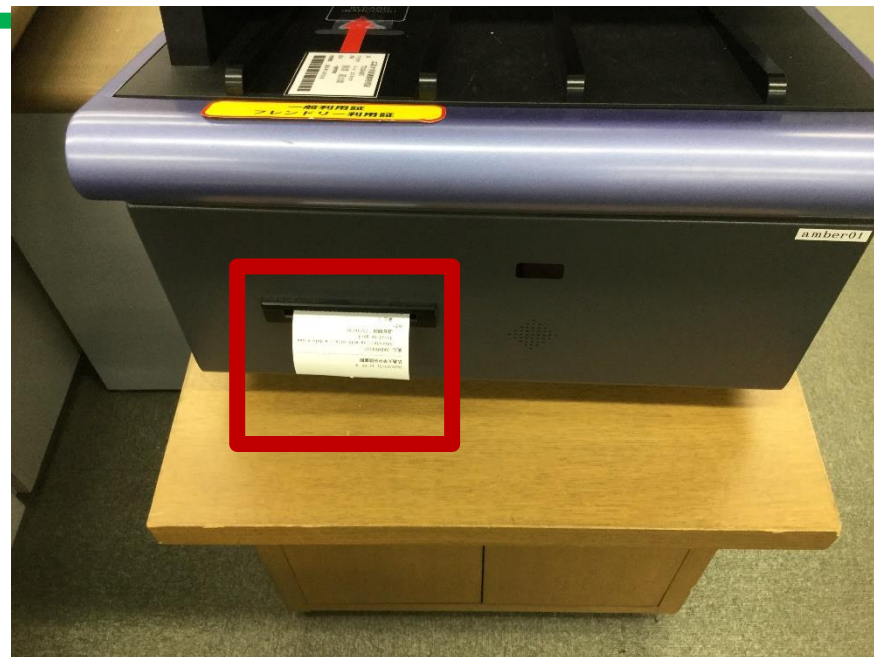
② Hold your student ID



③ Place the book

Place the book with the bar code facing up. The point is to attach the corners exactly!

Borrowing Books



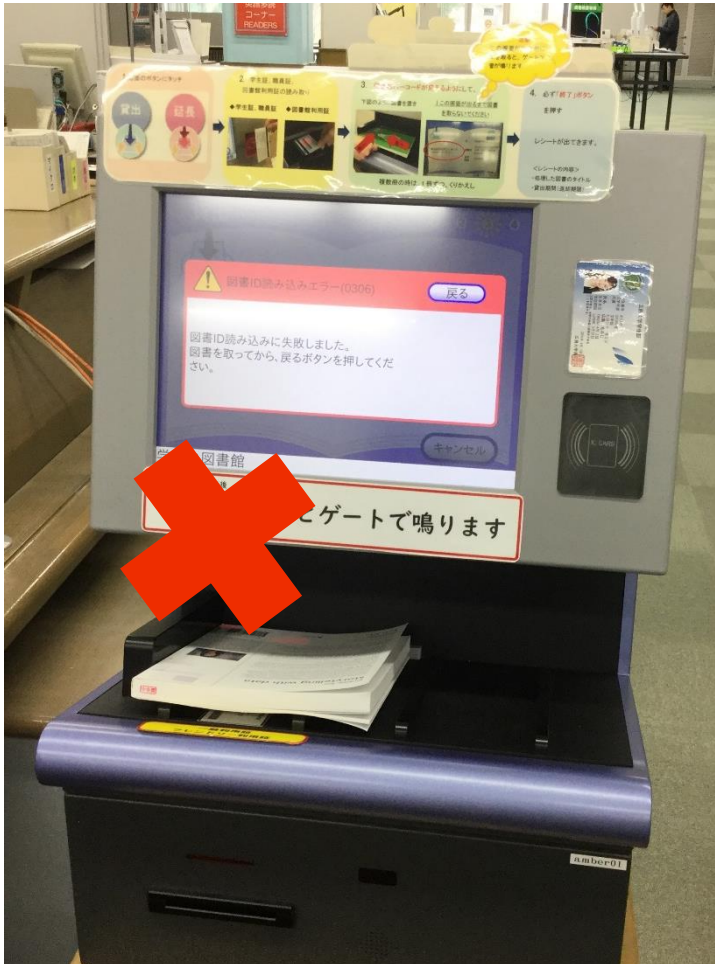
④ Touch “finish”

You can also scan the bar code of the next book.

⑤ Take a receipt

The receipt has the return deadline.

Unacceptable Examples of book placement



Let's put the book with the "library barcode" on the left.

Returning Books

- Books can be returned to the **Central, West, Kasumi, and Higashi-Senda Libraries**. (You can return to your nearest library)
- During open hours: Return items to the counter.



Please place items on the counter.
Please ask staff if you have any questions.

Returning Books

- When the library is closed, please return the books to the book drop.

Note: The following items cannot be returned via book drop: magazines, audiovisual materials, and books borrowed from other institutions' libraries.



Overdue, Renewal, and Reservation

- **Overdue penalty**

You cannot borrow books newly if you hold overdue books.
Furthermore, **even after the books are returned, borrowing will be suspended for a period of time corresponding to the number of overdue days.**

- **Renewing books (Extension of the loan period)**

You can renew a book (extend the loan period) as long as the procedure is taken before the due date and no reservations have been made by other users. (Up to 2 times)

- **Reservation of books on loan**

If a book you want to borrow is out on loan, you can reserve it through the OPAC. We will email you when the book is returned.²⁵

2.2 Library website

<https://www.lib.hiroshima-u.ac.jp/?lang=english>

You can access various library services from the library website.

The screenshot shows the Hiroshima University Library website. The header includes the library logo and name, a search bar, and a navigation menu. Several services are highlighted with colored boxes and numbered callouts:

- (2) Service Menu** (Blue box): Introduction to various library services, links to databases and e-journals, user manuals, application acceptance, etc.
- (1) User Menu** (Red box): Personal services (Login required). The menu includes: Your Library Record, InterLibrary Copy Request, InterLibrary Loan Request, New Purchase Request, Alert, Bookmark, My Search, Review History, and Tag History.
- (4) Library Calendar** (Purple box): Monthly schedule for each library is also available. The calendar shows the date 2025/01/31(FRI) and a table of opening hours for different libraries.
- (3) OPAC [Online Public Access Catalog]** (Orange box): Online catalog of materials held by Hiroshima University. The interface includes search options (Basic Search, Advanced Search), a search bar, and a search button.

Library Opening Hours (2025/01/31(FRI))

Library	Opening Hours
Central	08:30-22:00
East	08:30-21:00
West	08:30-20:00
Kasumi	08:30-21:00
Higashi-Senda	08:30-22:00

[Monthly](#)

Renewing the loan period on the website

(1)

Search Holdings

User Menu

- Your Library Record
- InterLibrary Copy Request
- InterLibrary Loan Request
- New Purchase Request
- Alert
- Bookmark
- My Search
- Review History
- Tag History

No.	Status	Borrowing Lib	Due
1	<input checked="" type="checkbox"/>	Higashi-Hiros hima (Centra l)	201 /10
2	<input checked="" type="checkbox"/>	Higashi-Hiros hima (Centra l)	/10
3	<input type="checkbox"/>	Higashi-Hiros hima (Centra l)	2019/11 2019/10/11 /10
4	<input type="checkbox"/>	Higashi-Hiros hima (Centra l)	2019/11 2019/10/11 /10
5	<input type="checkbox"/>	Higashi-Hiros hima (Centra l)	2019/11 2019/10/11 /10

Extend the due date.
The following books were updated successfully.

No.	Status	Borrowing Lib	Due Date	Borrowin
1		Higashi-Hiros hima (West	2021/03 /18	2021/12

Renew

RefWorks

EndNote

If you see the new due date, the renewal process is successful.

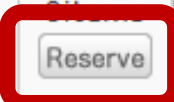

* Books that have been reserved by other users or that have passed the due date cannot be renewed.

Book reservation

HoldingsList 1-8 of about 8

Click a location to display details.

All ▾ 10 Items ▾

No.	Volumes	Campus	Location	Collection	Call No	Material ID	Status	Due Date	Reservati on
0001		Higashi-Hiroshima (Central)	Central Library 2F		810.7/Ko-98/5	0100535706	Loaned out	2020/5/14	
0002		Higashi-Hiroshima (Central)	Central Library Stack / Books		810.7/Ko-98/5	2000448657	Loaned out	2020/5/16	0 items 

From 2.2(3) OPAC search you can make a reservation for a book out on loan

2.3 Other services:

(1) Photocopying materials

You can photocopy materials using the photocopy machine in the library within the Copyright Act. Please fill out the **photocopy application form** to use the service.

We accept cash and MYple (Co-op electronic money).

Attention!

The photocopy machine in the library is **for copying library materials only**.

- **One copy per user**
- **For research purposes**
- **Only a part of works**

Copying not meeting the above conditions is not allowed.

Topics: Copyright Act In Japan

(Reproduction in Libraries and Similar Facilities; Related Matters)

- Article 31 (1) In the following cases and as part of non-commercial undertakings at the National Diet Library or at a library or other facility specified by Cabinet Order whose purpose is to offer books, records, and other materials for the public to use (hereinafter referred to as a "library, etc." in this paragraph and paragraph (3)), **it is permissible for a person to reproduce a work from a book, record, or other material of the library, etc. (hereinafter referred to in this Article as a "library material"):**
 - (i) when providing **a single user** of the library, etc. with **a single copy of a part of a work that has been made public** (or the whole of a work that has been made public, if it is an individual work that has been printed in a periodical and a considerable period of time has elapsed since its publication) **in response to the user's request and for the purpose of the user's research or studies;**

[cf. Copyright Law e-Gov Law Search](#)

Copyright Act: So what?

Material type	Copyable range
Journal articles (after the next issue of the journal is published or 3 months after publishing)	<u>the whole of the article</u>
Books written by a single author or a group	Up to <u>half of a book</u>
Books written by multiple authors	Up to half of each article with the author's name.

(2) Reference service

The library staff help you to search and look for materials you need.

Please ask us at the counter of each library or through the [Reference Request Form](#) on our website.

The screenshot shows the Hiroshima University Library website. The header includes the library logo, name in Japanese and English, a site search bar, and links to Hiroshima University, Kasumi Library, Access, and Sitemap. The main navigation bar has links for Guide, Search Holdings, Databases, Collections, Guidance • Reference (highlighted with a red box), About Us, and Contact Us. A dropdown menu for Guidance shows the Reference Service link (also highlighted with a red box). On the left, a User Menu includes Your Library Record and InterLibrary Copy Request. On the right, a table shows opening hours for 2025/01/31 (FRI) for Central and East libraries.

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サイト内検索/Site Search

[Hiroshima University](#) [Access](#) [Sitemap](#)
[Kasumi Library](#) 日本語 | English

Guide Search Holdings Databases Collections **Guidance • Reference** About Us Contact Us

Guidance
Reference Service

User Menu
Your Library Record
InterLibrary Copy Request

Check it out now!

2025/01/31(FRI)

Library	Opening Hours
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East	08:30-21:00