

◆◆PHOTOCOPYING◆◆

You can photocopy library materials by using a copy machine in the reading room (black and white only, ¥10/sheet).

You have to fill out the form for copying materials and submit it to the Counter. Please keep in mind that copying must be within the limitation of Copyright Law.

◆◆GUIDANCE ON INFORMATION RETRIEVAL◆◆

The library holds guidance sessions on how to search for literature, how to search various databases, and how to use electronic journals. The schedule is posted on the notice board and the library website. The library can also hold a guidance session upon request. Please consult the Counter.

◆◆GROUP STUDY ROOMS◆◆

Two group study rooms for two or more people to use together are in the library. They are equipped with a CD and DVD player for practicing languages. For practicing languages, one person can use the room. You can make a reservation at the Counter.

◆◆OBIHIRO CITY LIBRARY BOOKS◆◆

The shelves for Obihiro City Library Books are in the reading room. The books are mainly novels and common reading materials loaned from Obihiro City Library for our users to use. They are replaced every two months. You can check out these books, too.

◆◆OBIHIRO UNIVERSITY ARCHIVES OF KNOWLEDGE (OAK)◆◆

Educational and research results by Obihiro University of Agriculture and Veterinary Medicine are available on the following webpage:

<http://ir.obihiro.ac.jp/dspace/>

◆◆Logging into My Library◆◆

My Library enables individual users to renew the loan period of materials, make reservations, request a purchase, and apply for ILL service.

Log into **My Library** by entering your user ID and password. They are the same as the ID and password used to use a pc in the Information Processing Center.

The ID and password are issued together with a library card to a visitor.

MANNERS TO BE OBEYED

- ◇ No eating or drinking (a bottle with a lid is permitted)
- ◇ No smoking
- ◇ Refrain from chatting
- ◇ Refrain from speaking on cell phones
- ◇ Handle library materials and equipment with care

Issued Apr, 2014



Obihiro University of Agriculture and
Veterinary Medicine Library
11, Nishi 2-sen, Inadacho
Obihiro, Hokkaido 080-8555
TEL : 0155-49-5340
FAX : 0155-49-5349

E-mail : libunyo@obihiro.ac.jp
<http://www.obihiro.ac.jp/~library/>

*The library website has information on library opening hours, OPAC and electronic journals, a guide for users, and many other things.

Obihiro University of Agriculture and Veterinary Medicine Guide to the Library



Opening hours

- Regular hours: Mon-Fri: 8:30–21:00
Sat, Sun & holidays: 9:30–17:30
- During summer, winter & spring breaks:
Mon-Fri: 8:30–17:15

*Opening hours are extended during examination periods.

Closed days

From December 29 to January 3; Saturdays, Sundays and National holidays during the summer, winter and spring breaks; and when the Chief Librarian finds it necessary.

*Changes in the opening hours and extra closing days are posted when necessary. Check the library website for details.

<http://www.obihiro.ac.jp/~library/>

◆◆REGISTRATION◆◆

■Undergraduate, graduate, and research students, and staff

Your student or staff ID card is valid as a library card.

■United Graduate School students

Ask the Counter to issue your library card.

■Visitors

Fill out the application form to register and present it with your identification at the Counter to have your library card issued.

◆◆HOW TO SEARCH FOR MATERIALS◆◆

You can search for library materials (books, periodicals, audio/visual materials, etc.) directly at the library or through OPAC (Online Public Access Catalog), the system which enables you to search for library materials over the Internet from inside or outside the university.

From PC: <http://opac.obihiro.ac.jp/>

From Cell phone: <http://e-auto.jp/opac.obihiro/>

Books and periodicals are on the shelves, books arranged according to the classification numbers based on the Nippon Decimal Classification (NDC) system, and Japanese and overseas periodicals in alphabetical order. The library also has shelves for syllabuses and various qualification examinations. Please see the floor map.

To offer information necessary for your study and research, the library also provides the following materials. The library provides guidance on how to use them upon request.

■Audio/Visual materials

The library has visual materials (videos, DVDs, BDs), and DVDs and CDs for practicing languages. Some of them can be checked out.

■Electronic journals and books

Electronic materials such as electronic books, all the text of which can be searched and viewed, and electronic academic journals, are available from the library website, though some of them are not accessible from outside the university.

■Databases

The library has various databases to search for books and articles necessary for your research and survey.

* If the library does not have a material you need, it may be borrowed or photocopies of it may be obtained from other libraries (you have to pay the cost of shipping/copying). Ask the Counter for details.

◆◆LOAN AND RETURN OF MATERIALS◆◆

Check out or return at the Counter or with the automatic checkout and return machine. You need your student ID, staff ID or library card to do it.

■Limit of number of items and period loaned

Materials	Number of items	Period	Renewal
Books	10	2 weeks	3 times
Periodicals (incl. AV)	5	1 week	1 time
Obihiro City Library Books	3	2 weeks	1 time

*Books can be loaned for a longer period during the summer, winter and spring breaks. Check the notice board or the library website.

*Reference books (in-library use only) can be checked out from 30 minutes before the closing time until 30 minutes after the opening time of the next day.

*The latest issues of periodicals cannot be checked out.

■Reservation

You can make a reservation through **My Library** or at the Reception desk when the material you want has been checked out. You will get priority to check out the material after it is returned.

■Renewal

You can renew the loan period three times for books and once for periodicals. Bring the material to the Counter or renew through **My Library** by the return deadline. Renewal is not accepted after the deadline or if someone else has reserved the material.

■Return

Make sure to return the materials by the deadline. You can return the materials at the Counter or with the automatic checkout and return machine. While the library is closed, you can return the materials into the book post at the main entrance of the library or the one at the entrance to the reading room on the second floor.

If you fail to return the materials by the due date, you will not be able to check out other materials for the same numbers of days you kept the materials overdue.

◆◆REQUEST TO PURCHASE◆◆

Through **My Library**, you can request the library to purchase a material that it does not own. The library will consider whether it should buy it and contact you after the procedure has been done.

◆◆REFERENCE SERVICE◆◆

Please feel free to ask the Counter for the following things. The library also accepts inquiries by email or through **My Library**:

- How to use the library and materials
- How to search for materials and obtain literature
- Searches for literature and introductions of articles on specific topics
- How to use electronic journals
- Answers for other questions