Information 2013 【for university members】

Kyushu University

Use from Website

Kyushu University Library Website
PC・Mobile phone: http://www.lib.kyushu-u.ac.jp/en

Cute, Catalog
- Cute, Catalog, the online catalogue, contains most of materials Kyushu University holds. You can search for their locations.
- Wireless Internet Connection (kitenet) is available for your laptop computer.

E-Resources
- Please use PCs connected to the University network. From off-campus, you can access some of our licensed online resources. You need to login with your Kyushu University ID (Student ID or SSO-KID).
- The following are the main e-resources.

Microsoft Enrollment for Education Solutions (MSEE)
- Each students and the faculty and staff and emeritus professor can install one Windows and one Office in one of personally-owned computer.
- Can borrow an disc in the Chikushi Library. (weekend 9:00～17:00)
- Make sure to bring your student ID card or staff ID card.
- The following staff and students are not qualified for the service.
- Staff whose SSO-KID starts with "a".
- Students whose ID starts with the larger number than "4".

Contact Information: Software Working Group
Information Infrastructure Initiative, Kyushu University
Phone: 092-642-2201 (Ext. (992)2201) (weekday 8:30～17:15)
E-mail: msq@ii.kyushu-u.ac.jp
URL: http://soft.ii.kyushu-u.ac.jp/ms/index-eng.html

Photocopying

Photocopy in the library
- A self-service copy machine is available. A copy card only for the Chikushi library is necessary. (University Budget Only)

Photocopy outside and inside the university
- If a periodical which includes an article you need is located at another library of Kyushu University or other institutions, you can make a request for it (University Budget Only). You can order via Cute, MyLibrary.

Book Loan

Inter Campus Book Delivery Service
- If a book you need is located in another campus library, you may request it be brought to your campus. Please submit a request via Cute, Catalog with your Kyushu University ID (Student ID or SSO-KID).
- Each library has different loan periods and limits.

Interlibrary Loan Service
- If a book is not at any libraries of Kyushu University; you can make a request for it to other institutions via My Account. (University Budget Only)

My Account

- Some of the library services are provided on the website. You can access and use the services below from anywhere via the internet. You need to login with your Kyushu University ID (Student ID or SSO-KID).
- Inter-Campus Book Delivery Service (via Cute, Catalog)
- Reservation of a material on loan (via Cute, Catalog)
- Confirm items you have borrowed and reserved
- Extension of the loan period • Reservation of a study room
- Interlibrary loan / Photocopy Service (University Budget Only)

Lending service of iPad

- Eligible Users: Kyushu University members
- Please come to a circulation desk and show your library card.
- Please return iPad 15 minutes before the library closes.
- You can use only inside the library.
- First come, first served. (Two iPads)
- In the case where an iPad is lost or damaged, you must pay for it.

Access to Chikushi Library

8 min. walk from JR Onojo Sta.
20 min. walk from Nishitetsu Shirakabaru Sta.

Opening Hours

Weekdays (Mon－Fri)  Saturday
8:30 ～ 20:00  10:00 ～ 18:00
Closed
- Sunday・National Holidays
- 3 days in mid-August (Aug.14th-16th)
- The year-end and New Year Holidays (Dec.28th - Jan.5th)
- As the opening hours may vary from above. Please check the library web site or library notice boards.
- 24 hours admission card
- The admission card has been loaned to the library to the laboratory, so please borrow it from your laboratory.
- If you lose your admission card, please notify the Chikushi Library promptly. When fraudulent use of your admission card and damage of the building, etc. occur, it becomes the responsibility of the admission card ownership laboratory.
- The reissuie of a lost/stained card will cost the user.
**Library Card**
- Your library card depends on your enrollment status.
  - **[Undergraduate / Graduate]**: Student ID Card
  - **[Non-Degree Student]**: Library Card
  - **[Faculty / Staff]**: Staff ID Card or Personal Card
  - **[Professor Emeritus]**: Professor Emeritus Card

  (*) Please submit the application for issue of an IC card to the Chikushi area General Affairs Section.

**Borrowing**
- **Number of Books**: 5 books
- **Loan period**: 2 weeks
  - Periodicals, newspapers, reference books and audio-visual materials are in-library use only. However, audio-visual materials without the non-circulating label can be loaned.
  - The Automatic Book Circulation machine is also available. Please come to the counter if you borrow a book uncorresponding to the Automatic Book Circulation machine.

**Temporary borrowing**
- Though periodicals, newspapers and reference books are in-library use only, temporary borrowing for the copy is possible. A library card must be presented at the counter for the procedure.
- Please return library materials at the counter by the end of that day.

**Reservation**
- When a book you need is currently checked out by another user, you can make a reservation for it on **Cute. Catalog**.

**Renewal**
- You can extend the loan period once within the loan period on **My Account**, unless other users are requesting the item. You can extend the loan period using the Automatic Book Circulation machine.

**Other**
- You’ll have to pay for a book if you deface or lose a book.
- If you carry out library materials without checking out properly, the security system sounds an alarm at the gate.

**Returning**
- Please return library materials at the counter. When the library is closed, the book drops on the side of the front entrance are available. You can return library materials at any libraries of Kyushu University.
- If you have not returned by the due date, you are not allowed to borrow other materials during the number of overdue days.

**Reading**
- You can freely access materials in the library except some materials. Return items to their proper shelf locations after use.
- For a material displayed as the “CHIKUSHI LIB, Auto Lib[closed stacks]” on **Cute. Catalog**, please note the **Item ID** and ask a staff to bring it out.

Auto Lib Service Hours: **weekday 9:00-16:30**