

## Library Facilities

### 【Search Terminals】

You can use search terminals freely to search the materials in Kyushu University.

### 【Internet Salon】

You can also access to a part of databases and e-journals Kyushu University library provides. Please ask at the counter. We issue a temporary account to you. However, during the crowded exam period, please refrain from using the Internet Salon.

### 【Cute.Commons】

You can arrange tables and chairs freely for group study or discussion. You don't need to apply for using this area.

### 【Library Lounge】

Newspapers, magazines, and books on job seeking and studying abroad are located. Equipped with vending machines, food and drinks are acceptable. ※No food or drinks (except for covered drink containers) allowed except in this room.

### 【International Collections】

Materials for international students are located: Japanese language learning texts, donated books from partner universities in Asia, and foreign newspapers and publications.

### 【Audio-Visual Booths】

There are 5 audio-visual booths where you can watch or listen to the library's audio-visual materials (DVD, video and cassette). Please apply at the counter with your library card. We lend you headphones.

## Classification and Arrangement

### 【Books】

Recent and frequently used books are on 3F, reference books are on 2F, and others are on 1F. Books are classified by NDC (Nippon Decimal Classification) after 1971 and older books are classified by Old Classification, and ordered by numbers on a label of the spine of a book.

134.2	Classification Number (numeric or alphabetical characters)
Ka59	Author Mark (alphabetical or katakana characters)
	Others (book ID or volume number)

### 【Periodicals】

Current periodicals are on 2F, and back numbers are on M2F. Japanese periodicals and foreign periodicals are shelved separately in alphabetical order.

## Floor Map



### Policy in the Library

- Return items to their proper shelf locations after use.
- Keep quiet and not disturb other users.
- Switch your cell phones to manner mode, except in the Cell Phone Booths (3F)
- Snacks are permitted only in the Library Lounge. Please follow the Rule of Food and Drinks in the library.
- No smoking in the library.
- Illegal use of information from library materials is strictly prohibited.
- Keep your valuables with you.

Kyushu University Central Library  
6-10-1 Hakozaki, Higashi-ku, Fukuoka, 812-8581

# 九州大学中央図書館

Kyushu University Central Library

Information 【for non-members】  
<https://www.lib.kyushu-u.ac.jp/en/libraries/central>

Kyushu University Central Library admits a non-member who has academic perspectives, including Kyushu University alumni and researchers of other institutes. Students under age of 18 and individuals with non-academic purposes are not permitted.

## Opening Hours (2016/2017)

Monday - Friday	8 : 00 - 22 : 00
Sat, Sun, and National Holidays	10 : 00 - 18 : 00 * 10 : 00 - 20 : 00 on Jul. 30-31, and Feb. 4-5, 11-12. 9 : 00 - 20 : 00 on Aug. 6-7.
Closed ※	May. 22, Aug. 13-15, Dec. 28 - Jan. 4

※As the opening hours may vary from time to time, please check the library web site, library notice boards or QR for further details.

## Service Hours

Borrowing	8:00 - 21:45 [Mon-Fri] 10:00 - 17:45 [Sat, Sun, National Holidays]
Closed Access Materials • Closed Stacks • Microfilm • Rare books	9:00 - 16:30 [Mon-Fri]
Reference	9:00 - 17:00 [Mon - Fri]

### Information/Circulation

TEL: 092(642)2337  
FAX: 092(642)2205  
tousiryou@jimu.kyushu-u.ac.jp

### Interlibrary Loan

TEL: 092(642)2334  
FAX: 092(642)2205  
toubunken@jimu.kyushu-u.ac.jp

### Reference

TEL: 092(642)2338  
FAX: 092(642)2340  
ers@jimu.kyushu-u.ac.jp



@QLib\_info

## Library Card

- We issue a library card for anyone who wants to take library services continually. You can use it at any libraries in Kyushu University.

### How to Apply

Types by Purpose	Reading only	Borrowing
Required Documents	<ul style="list-style-type: none"><li>• Designated form</li><li>• Public certificate that verifies your current address (Driver's license, Passport, Health insurance card)</li></ul>	<ul style="list-style-type: none"><li>• Designated form</li><li>• Public certificate that verifies your current address (Driver's license, Passport, Health insurance card)</li><li>• Photo (3 × 2.5cm)</li></ul>
Issuing Time	<ul style="list-style-type: none"><li>• Library card is to be issued at the counter on every Tuesday and Friday (or the next weekday if it is a holiday). If you apply on Monday or Thursday by PM1:00, you can receive the library card the next day.</li></ul>	

### Renewing Your Library Card

Your library card is valid until March 31. To renew it, please submit a designated form and your library card, and show your public certificate that verifies your current address.

You can renew your library card within a year after expiration.

After the elapse of this term, please reapply for a new library card.

## Entrance / Exit

- Your library card is required. Please hold it over a reader of the gate.
- If you don't have a library card with you, please fill out a designated form at the Circulation Desk. We lend you a temporary card for entrance.
- If you have library materials not checked out properly, the security system sounds an alarm.

## Browsing

- You can access materials yourself on open shelves and read on a reading desk.
- To use closed access materials, please make an application at the counter.

### Closed Stacks / Thesis / Microfilms

Please make an application for closed access materials at the counter. A staff brings out a material you want.

Service Hours: 9:00-16:30 weekdays

### Rare Books

Please submit a designated form at the counter. Make sure to apply in advance (at least by the three weekday before your desired day).

Service Hours: 9:00-16:30 weekdays

## Borrowing

This service is only for users who have a library card for borrowing.

To borrow library materials, please present the items and your library card at the counter.

Limit: 2 volumes

Lending Period: 2 weeks ※You can't extend the loan period.

- Intended materials are only the books on open shelves.
- The borrowing service for non-members is suspended during the university examination term. We will notice it on our website and a bulletin board.
- We may recall a book before your due date according to the needs of members of Kyushu University.
- We will demand satisfaction for a book if you deface or lost a book.

## Returning

- Please return library materials at the counter by the due date. When the library is closed, the book drops in front of the library are available.
- If you do not returned by the due date, your borrowing privilege will be suspended.
- You can return library materials at any libraries of Kyushu University.

## Reference

- A reference librarian answers any queries relating to document research, data research, and use of e-resources. However, time-consuming investigations may be turned down.
- Please consult a reference librarian in person, by phone, or e-mail (9:00 - 17:00 Weekdays).

## Photocopying

- Self-service copy machines are available.  
[2F Photocopying Room]
- The library's photocopy machines are turned off 15 minutes before the closing time.  
  
\* The copyright law stipulates an individual may make a single copy from a portion of a library material for nonprofit research / educational purposes.

## Information Retrieval



**Collections** <http://catalog.lib.kyushu-u.ac.jp/en>

You can search the materials available in Kyushu University.

- 'Collections' covers not only printed materials, but also e-resources available in Kyushu University. You can access the text from the search results when it has a link to e-journal or e-book. However, if you access off-campus, you may not read the text.

Some materials which are not included in Collections are covered by the card catalog. You can also search them by Card Catalog Image Search System instead of the card catalog.

- If you want to use a material of other campus libraries, please contact directly to the library which owns it. It is not available in the Central Library.



**World Contents** <https://www.lib.kyushu-u.ac.jp/en/worldcontents>

- 'World Contents' aims to help quick search and access to necessary academic resources out of vast amounts of data throughout the world.
- Please use 'World Contents' when you search more widely, without limiting the results to the materials available in Kyushu University.

## Kyushu University Library Website

<https://www.lib.kyushu-u.ac.jp>

- For more detail, please visit our website, which provides further information and library news.