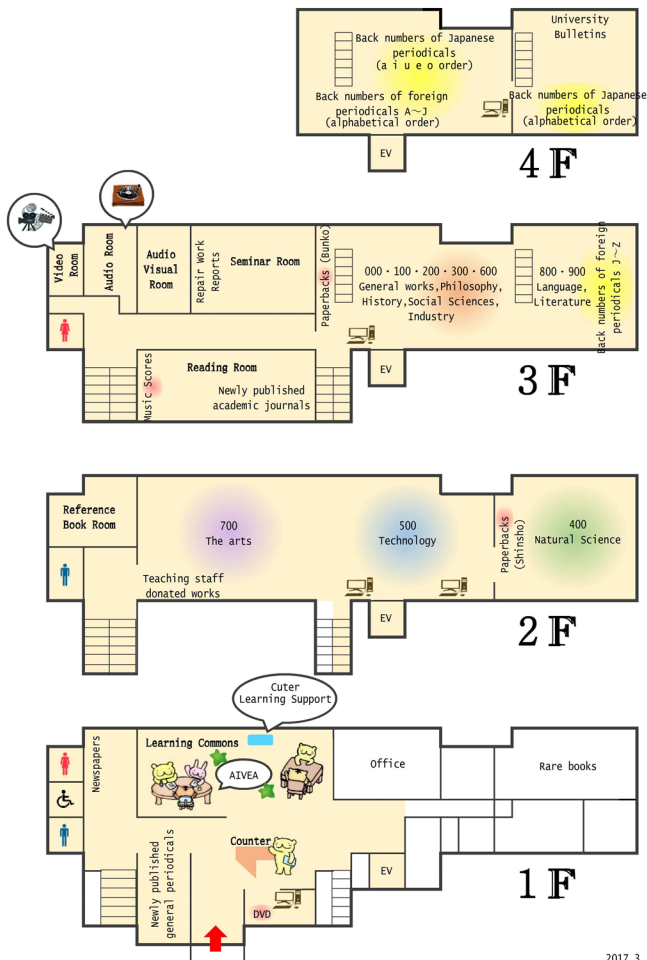


Floor Maps -館内マップ



- You can access to the internet via the university wireless LAN network in Newspapers Reading Room, AIVEA, 2F Reading room, and 3F Research Seminar Room.
- If you wish to use the Video Room, the Audio Room or the Audio Visual Room on the 3rd floor, request at the Circulation Desk.
- All PCs except the one at the DVD corner on the 1st floor in the Design Library are available for using "Collections" only.
- iPad lending service is available.
- According to the copyright law, only copying a part of a material for one copy per person for research/educational purposes is permitted. Individuals are responsible for the copyright laws.
- Audiovisual materials are allowed to be played only in the designated area.

Use of Facilities and Equipment -館内設備



AIVEA (アイビー)

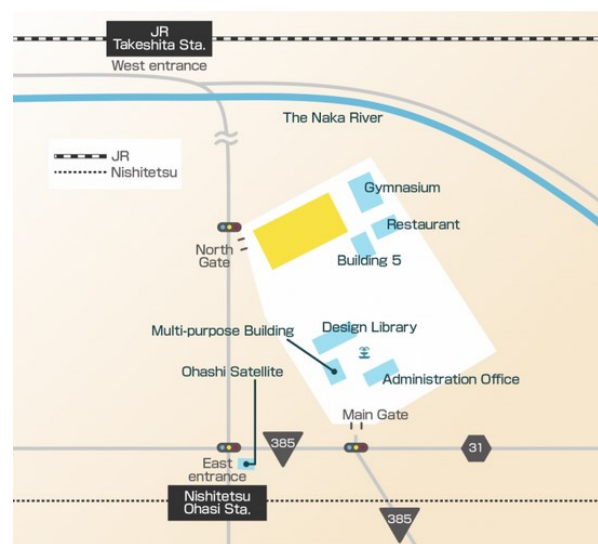
It is an available facility for group discussion. You can also use it as a reading seat.

On the second floor, books related to design such as art, engineering, technology, natural science are lined up.



On the third floor, there are academic journals and music scores not only books.

Access -アクセス



九州大学芸術工学図書館 Kyushu University Design Library

User Guide [for University Members]

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

Service Hours -開館時間

During Semester	Monday – Friday	9:00-21:00
	Saturday	10:00-17:00
During Spring/ Summer/ Winter Holidays	Monday – Friday	9:00-17:00

- Closed
 - Sundays and National Holidays (except during and immediately before examination periods)
 - Saturdays during Spring/Summer/Winter Holidays
 - Third Wednesday morning of every month (Open 12:00-)
 - New Year Holidays (December 28th – January 4th)

Contact Information -お問い合わせ先

- For borrowing, returning, reservation, reference service, photocopy, inter-library loan, use of facilities and equipment, periodicals catalogues

Circulation Desk: Tel. 092-553-4427
Circulation Section: Tel. 092-553-9490

- For procedure of book purchase, arrival status of ordered books/journals; library classification, book catalogues, etc. :
Cataloging Information Section: Tel. 092-553-4426

九州大学附属図書館芸術工学図書館

Kyushu University Design Library

Address: 4-9-1 Shiobaru, Minami-ku, Fukuoka City 815-8540

E-mail: toshokan@design.kyushu-u.ac.jp

Tel: 092-553-9490

Fax: 092-553-4598

Entrance / Exit Gates -入館・退館

- To enter the library, scan the barcode or IC, of your ID/Library Card over the card reader at a gate. Enter the gate one person at a time after it has completely opened. To exit, simply pass through an exit gate. If you did not complete this check-out procedure properly, an alarm will sound and the exit gate will be locked.

Library Card -図書館利用者票

- Bring your Student/Staff ID card or Library User Card (hereinafter "Library Card") to use the library. If you have no Library card, complete a user registration at the Circulation Desk. Library Cards issued at the Library are valid at all Kyushu University libraries. Service conditions vary depending on each library.

Use of Materials -閲覧

- You may read bibliographies anywhere in the Library (except some special items). Return them to their original places after you finish reading. To use materials in archives (the compact shelving stack on the 1st floor or the other closed stacks), contact the Circulation Desk. Feel free to use a cart if you have many materials to carry.

Information search -情報検索

- You can access from anywhere.

◇Collections (Book search system)

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

This service allows you to search and locate for the library materials possessed by Kyushu University.

◇World contents

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

You can search for content widely, not limited to content in Kyushu University Library.

◇Kyushu University Library website

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

You can access to electronic journals, database and etc. for which Kyushu University has concluded a contract of use/subscription. They are accessible via the Kyushu University Library website. However, this access is available only from the terminals connected to the University's internal LAN, except for some special cases.

Borrowing -図書の貸出

Bring materials with your Library Card, and follow the check-out procedure at the Circulation Desk.

◇ Loan Category・User Type・Number of Materials for Loan・Loan period

Loan Category	User Type	Number of Materials for Loan	Loan Period
Ordinary Loan (Books)	Faculty	20	30days
	Graduate Students	20	30days
	Undergraduate Students	8	15days
	Research Students, etc.	20	30days
Ordinary Loan (Periodicals)	Faculty	10	8days
	Graduate Students	10	8days
	Undergraduate Students	5	8days
	Research Students, etc.	5	8days
Special Loan (Books/Periodicals)	Faculty on Ohashi Campus	500	180days
Reference Books / Newly Published Journals		3	4:00 p.m. - 10:30 a.m. (next day)
Doctoral Dissertations		1	2days

※ The 4th year undergraduate student of School of Design or the student whose supervisor belongs at Ohashi Campus, can borrow up to 5 Ordinary Loan (Books) for 30 days during the period from June through the end of following February, for use in their graduation thesis preparation.

- To extend the loan period of materials, contact the Circulation Desk in person by e-mail or through the online "My Account" service operated by University Library before due date. Notify your name, user ID number/code, the material title, and the book ID number/code to the Circulation Desk. If you are not under a loan suspension or the material has not been reserved by another user.
- If a material you wish to borrow is out on loan by another user, you can reserve online through the "Collections" system or in person at the Library Circulation Desk. When the material becomes available, you will be informed by e-mail/phone. Visit the Library as early as possible and complete its check-out procedure.

My Account -マイページ

- "My Account" is a convenient online service for University members to request extension of loan periods, reservation/reference for materials on loan from external libraries/institutions. To log in, enter your Kyushu University ID number/code (student ID number/SSO-KID) and password.

Returning -図書の返却

- Return library materials at the Circulation Desk or at any other Kyushu University libraries by their due dates. When the Library is closed, drop the materials into a book-return slot at the Library entrance
- Materials checked out at any other Kyushu University libraries are forwarded to the Design Library.

Reference Service -レファレンス

- If you have any difficulties in finding items (e.g. materials to loan for Laboratory), or have questions regarding bibliographies, location of specific materials, how to search/obtain specific materials, feel free to contact the Circulation Desk.
- If you wish to use books or contents not in the library, you can request copying or borrowing it from other university libraries or public libraries. For details, please ask the Circulation Desk.
- The graduate student's library TA (Cuter) conduct study consultations. If you have any questions about library use or learning, feel free to contact the Cuter.



Manners in the Library -利用上の注意事項

- Do not bring foods and beverages in the Library. Smoking, eating and drinking is prohibited.
- Refrain from talking on a mobile phone.
- Be sure to always carry your wallet and other valuables with you.
- Keep quiet in the Library building not to disturb other users.
- Return materials to their original places after finish reading.