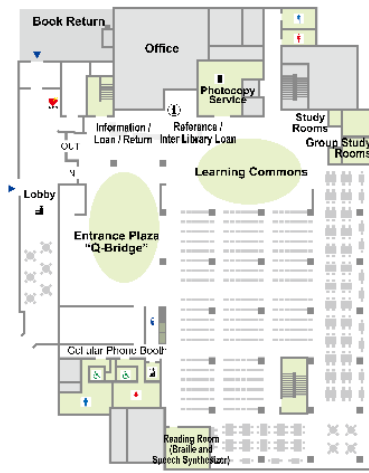


Floor Map

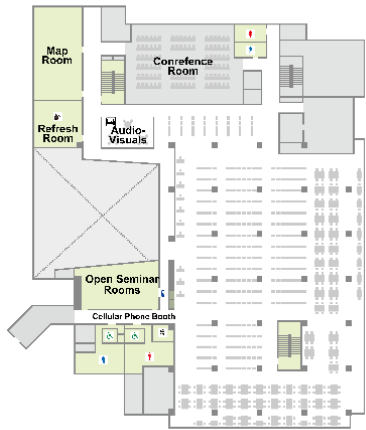
1F



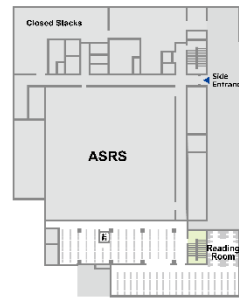
2F



3F



BF



Shelf Guides

Science and Technology Library's collection mainly covers the fields of natural sciences, mathematics, agriculture, engineering, information technology science, and liberal arts.

Floor	Location	Materials
3F	Open Stacks	Mathematical Books, Geological Maps, Whether Maps, Sugi-bunko, Watanabe-bunko, Moringa-bunko, Esaki-bunko, The John Lossing Buck Library, Audio-Visuals
2F	Open Stacks International Lounge	Books (NDC 460-999), Bunko / Shinsho, Reference Books, Language Textbooks, Large-sized Books
1F	Open Stacks Browsing Area	Books (NDC 000-459), Bunko / Shinsho, New Arrival Books, Current Journals, Newspapers, Magazines
BF	Compact Shelves Open Stacks	Secondary Sources, Statistical books, Former Colonies Books, Large-sized Books
	ASRS Closed Stacks Theses for Degree Closed Stacks	Books for Research, Back Issues of Science & Engineering Journals, Theses for Degree

*Floor Map and Shelf Guides may subject to change.

Non-members of Kyushu University

Non-members of Kyushu University can use Science and Technology Library for the purpose of research and study with library materials.

You do not need any application in advance if you only read the library materials temporarily. For continuous use and borrowing a book, please make an application at the circulation desk with your ID photo and verification of address (driver license or health insurance card, etc.).

Please come to Ito Library by public transportation as much as possible.

Policy in the Library

- Return items to their proper shelf locations after use.
- Be quiet and do not disturb other users.
- Switch your cell phones to the silent mode.
- No food is allowed, except in the Refresh Room.

【Eating / Drinking Restrictions in the Library】

general meals	light meals, packed drinks	drinks in canteens or plastic bottles
not allowed	have only in The Refresh room	allowed



Ask A Librarian

- Circulation Desk**
TEL : 092-802-2450
092-802-2453
FAX : 092-802-2455
titoservice@jimu.kyushu-u.ac.jp
- Reference Desk**
TEL : 092-802-2451
092-802-2454
titosanko@jimu.kyushu-u.ac.jp

Science and Technology Library, Kyushu University

744, Motooka, Nishi-ku, Fukuoka-city 819-0395

Science and Technology Library, Kyushu University

九州大学 理系図書館

Library Guide 2018/2019

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

*It is information as of October 1, 2018. Please confirm the latest information on the library website.

Opening Hours

Mon – Fri [Weekday]	9:00 - 21:00
[Exam Days]	[9:00 - 22:00]
Sat, Sun and National Holidays	10:00 - 18:00

【Closed】

- Bon holidays (in mid-August)
 - Year-end through New Year holidays
- *Please check the information about the temporary closing on the library website.

Service Hours

Borrowing / Returning Requesting Closed Access Materials Interlibrary Loan	[Mon – Fri] 9:00 - 21:00 [Sat, Sun and National Holidays] 10:00 - 18:00 *Document delivery with payment is available on weekday 9:00-17:00
Reference	[Mon – Fri] 9:00 - 17:00
Microfilms	
Theses	
National Diet Library Digital Collections (Printing)	
Photocopying Audio-Visual	[Mon – Fri] 9:00 – 5 minutes before closing time [Sat, Sun and National Holidays] 10:00 – 17:55
Group Study Room Individual Study Room Open Seminar room Braille & Speech Synthesizer	[Mon – Fri] 9:00 – 30 minutes before closing time [Sat, Sun, and National Holidays]
National Diet Library Digital Collections (Reading)	10:00 - 17:30

Rending Period and Limit

Borrowing Type	Users	Limit	Period	
			Books	Serials
General	All Kyushu Univ. Members	10 items	15 days	8 days
Special	Senior Students	10 items	90 days	—
	Masters Doctors	30 items		
	Faculty Staffs			

Renewing times / days

General	Once (15days)	Special	3 times (270days)
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Days in brackets are maximum of extension period. It may change depending on the day when you renew items.

● Library Card

- You need your Kyushu University ID card when entering the library and borrow materials. You can use all libraries of Kyushu University with your ID card.
- If you don't have a Kyushu University ID card, please ask at the circulation desk. We will issue a library card to you.

◇ If losing / Renewing your library card

If your Kyushu University ID card gets lost or expires, students must report the loss to your Student Section, and faculties must do so to your Personnel Section promptly.

When your card issued by Science and Technology Library expires, please ask the circulation desk with your identification card.

● Entrance / Exit Gates

● Entrance

Touch your library card on the scanner of the entrance gate to enter. Please wait for a gate to fully open, and pass it through one by one.

If you do not have your library card with you, please call a staff on an intercom at the entrance.

● Exit

The exit gate opens automatically when you stand in front of it. If you bring out library materials without checking out properly, the security system locks the exit gate and the alarm rings.

● Reading

- You can use materials on the open shelves and read in a reading area freely. Return them to their proper shelf locations after use.
- For closed access materials, please make an application at the circulation desk.

◇ “Collections” (Kyushu University Library Catalog)

You can search printed books and journals in the university, accessible e-journals and e-books etc. From search results, you can also make an application of Inter-Campus Book Delivery and Interlibrary Loan (Kyushu University members only).

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

● Borrowing / Renewing / Returning

● Borrowing

To check out library materials, present your library ID card at the circulation desk.

In-library Use Only	Current Issues of Journals, Newspapers, Microfilms, Audio-Visual Materials, Theses for Degree, Reserved Books, Reference Books, Rare Books, and Special Collections.
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● Renewing

You can renew items in person or online, unless other users are requesting the item. Please make sure your due date has not passed when renewal. If it has, you cannot renewing the item.

*Journals cannot be renewed.

● Returning

Please return library materials at the circulation desk by the due date. When the library is closed, a book drop is available.

You can return most of the materials at any Kyushu University Library; however, interlibrary loan items should be returned directly to the library from which they were borrowed.

If you have not returned materials by the due date, your borrowing privilege will be suspended for as many days as they are overdue.

● Reservation / Inter-Campus Delivery

● Reservation

When the item you want is already checked out by another user, you can make a reservation by clicking the “Reserve” button displayed next to the item in “Collections” of library website.

● Inter-Campus Delivery

If a book you need is located in another campus library and Central Library, you can request to send it to your campus library with free of charge.

Please submit a request form at the circulation desk or request through “Collections”. You can return library materials at any libraries of Kyushu University.

● Interlibrary Loan

We will help you borrow books, articles, or other materials that Kyushu University does not have. For further details, please ask at the reference desk. (9 am - 5 pm. Weekdays)

You can also request photocopy of materials located at another campus in Kyushu University.

* This is a charged service only for members of Kyushu University.

● Reference & Library workshops

A reference librarian supports your document research, data research, and use of e-resources. Please ask at the reference desk, phone or send an e-mail (9 am - 5 pm. Weekdays).

The library offers various workshops on specific databases. We also offer a made-to-order workshop at your laboratory or seminar.

● Learning Support Desk

Teaching assistants (We call them “Cuter”) stand ready at the Learning Support Desk on weekday afternoons. You can ask them about writing a report, giving a presentation, mathematics, mechanics, programming and other questions freely.

● My Page (Online Library Service)

Function “My Page” is a web service which provides you various kinds of library service. For example, you can check the due date of a book borrowing and extend it. Please check the library website for details.

● National Diet Library Digital Collections

You can read the digital contents of the National Diet Library (NDL) and get copies of them in the library. Please make an application at the reference desk.

● Library Facilities

● Entrance Plaza “Q-Bridge” (1F)

Today's Newspapers and magazines are located.

● Audio-Visual Booth (3F)

There are 5 audio-visual booths on the third floor. DVDs, videos and cassette tapes players are available. We lend you headphones and a remote control. Please apply for it at the circulation desk with your library card.

● Copy Center (1F / 2F)

There are copy machines in the library (self-service).

Payment by private expense is coin-operated. You need a copy card to pay by university budget. Please ask a University CO-OP about a copy card.

*Reproduction in libraries is subject to legal limitation. You are allowed to make copies only when it is for non-profit use, single-copy per capita, and the number of copies is less than half of total pages of the items.

● Braille and Speech Synthesizer (1F)

Braille materials and a magnifying reader are available. You can also take a course provided by the Open University of Japan. Please ask at the circulation desk.

● Group Study Room / Individual Study Room (1F / 2F)

Please apply at the circulation desk.

You can also apply for it from library website “My Page”.

Private Study Room (2 rooms)	Capacity	one person
	Utility Time	4 hours
Group Study Room (4 rooms)	Capacity	2~8 people
	Utility Time	3 hours

● Open Seminar Room (2F / 3F)

You can use a room freely without an application except when it is reserved.

You can reserve a room when you want to hold a workshop or other event.

Please make an application at the circulation desk at least 3 days before the event.

You can also apply via “Facilities Reservation” of the library website.

*A projector and a large-sized display are available. If you would like to use them, please make an application along with a room reservation.

● Learning Commons (1F / 2F)

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

● Refresh Room (2F / 3F)

It is a break room that you can eat and drink. There is a vending machine in the Refresh Room on the second floor.

● Wireless LAN (Univ. Members Only)

There are Wireless LAN access points in the library. Please use your own laptop in a designated area.

To know how to access and further details, please visit Kyushu University

Information Infrastructure Initiative website below:

<http://iii.kyushu-u.ac.jp/en/>

● Chromebook and iPad

We provide lending service of Chromebook and iPad. To borrow them, present your library card at the circulation desk.

You can use only inside the library. Please return by closing time.