



4th Floor, Chemistry Main Building, University of Tokyo
7-3-1, Hongo, Bunkyo-ku, Tokyo 113-0033
Tel&Fax: 03-5841-4325
e-mail: tosho-riyosha.s@gs.mail.u-tokyo.ac.jp

◆ **Opening hours:** Weekdays 9:30-19:30
(Non-members of the School of Science: Weekdays 9:30-17:00)
* A part of spring and summer vacation period (8/1~8/31):
Weekdays 9:30-17:00

◆ **Closing Days**
Saturdays, Sundays, National Holidays, New Year's Holidays, and Library Maintenance Day (the last weekday of each months.)
*The counter is sometimes closed even during opening hours, but the reading room is available.

◆ **Overtime use (Weekdays 19:30 ~ 9:30, Saturday, Sunday, and National Holidays)**
The staffs, graduate students, and researchers of the School of Science can enter the library during closing hours with your ID card. (Undergraduate students cannot enter the library after 19:30.)

◆ Please be quiet in the library. Eating, drinking and smoking are not permitted in the library.

◆ **MyOPAC** ◆ Login from OPAC.
https://opac.dl.itc.u-tokyo.ac.jp/opac/opac_search/?lang=1
You can make requests for delivery or copies of books of other libraries **in other campuses (Yayoi, Komaba, Kashiwa, and Shirokane)**. You can also make reservation for the book on loan or extend the lending period. See "Guide to UTokyo libraries" for more details.

Access and Use

◆ **Entering the library:** You can enter without registration. If you are non-member of the University of Tokyo, please ask at the library counter.

◆ **Borrowing:** Please show your ID card at the counter.
Books: 5 items / 2 weeks / 1 extension available
Bound and unbound journals: total 10 items / within the day
→ Log in to MyOPAC to extend loan period or make reservation .

◆ **Returning**
Please return books and journals to the counter during the opening hours. During the closing hours, please return them in the Book Drop in front of the library counter.
• You can return only the books and journals of the Library of Chemistry.
• Please do not return un bound journals and audio-visual materials in the Book Drop.
• If you do not return the books by the due date, you cannot borrow the books newly.

◆ **Books and journals not for lending:**
Magazines which arrived within two weeks, reference books, doctoral dissertations (**shelved in the Science Library**), CD-ROMs, and floppy disks.

◆ **Delivery service of the books and documents**
You can request books and copies of books and journals from the libraries in other campuses. You can also access the PDF files of some books and journals on the website from the inside of the University. You can request them via MyOPAC. **You can receive books and copies, and return the books at Science Library. (In the case of a request for copies and PDF, you need a user application at the Science Library).**

◆ **Overtime use**
Staffs and graduate students of the School of Science can enter and use the library before and after the opening hours with their student or staff ID Card. Borrowing service is unavailable. **(Undergraduate students cannot enter the library before and after the opening hours).**

◆ **Using the Computers**
• When you use the computers, you need the School of Science network account. You can use the computers only for scholarly, educational or scientific research.
• All users can use the computer in front of the counter, only for search in OPAC.

◆ Copying

You can copy only books and journals of the Library of chemistry. Please use the copy machine in the library stacks. You must not violate copyright laws.

• By public expense

Members of the laboratories of the department of chemistry → Please use the copy card of each laboratory in the card box in the library stacks.
Junior students in the department of chemistry and students and staffs of other departments in the School of Science who can use the public expense → You can borrow the copy card from the counter.

• There is no copy machine for private expense.

Search books and journals

◆ Library catalog of the University

OPAC https://opac.dl.itc.u-tokyo.ac.jp/opac/opac_search/?lang=1
Location: Sci. Lib. Chem. represents the properties of the Library of chemistry. Call number and comments shows the location of the books.

◆ E-journal & Database: GACoS

<http://www.dl.itc.u-tokyo.ac.jp/gacos/e/index-e.html>

◆ Doctoral dissertations (shelved in the Science Library)

• Before 1996: You can search on the card catalog. please ask at **the Science library counter.**
• After 1997: You can search on the list. Please ask at the counter of Library of Chemistry or Science Library.

✳ **Master's theses are stored in each laboratory. If you want to read one, please get in touch by yourself.**

◆ User registration ◆

The university of Tokyo ID card is integrated with the library card after registration.

• Students: Please register your address, telephone number, and e-mail address via UTAS. From the following day, you can use the student ID card as a Library Card.

• Faculty and staff members: Please **bring your ID card** and complete a user registration at the counter of the Science Library. (The registration is accepted 09:00-16:30.)