

Let's Learn about the **Central Library!**

1. How to Use the Central Library: Basics

- ◆ About the Central Library
- ◆ Enter/Leave the Library
- ◆ After Entering the Library...
- ◆ Borrow/Return
Library Materials
- ◆ Renew Library Materials
- ◆ Due Date & Penalty
- ◆ Circulation Desk



The Central Library

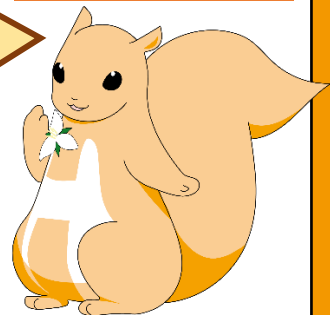
While the North Library holds books mainly for freshmen and sophomores, the Central Library has more specialized materials.

Collections in the Central Library:

- The Northern Studies Collection
- International Organization Collection

Apart from the Central and North Library, the university has 16 branch libraries in campus (15 in Sapporo & 1 in Hakodate). They are available for all the members in Hokkaido University.

HU Library Official
Mascot: HONOKA



Enter/Leave the Library

When you enter the library:

Pass through the automatic gate by holding your student/faculty ID card over the card reader.

When you forget your ID card:

Push the gate on the very left side and come over to the circulation desk.

- ❖ Read and take a photocopy in the library only. Not allowed to borrow.

When you leave the library:

Go through the exit gate.



Entrance Gate
(open automatically)

Go watch how-to videos about entering the gate.

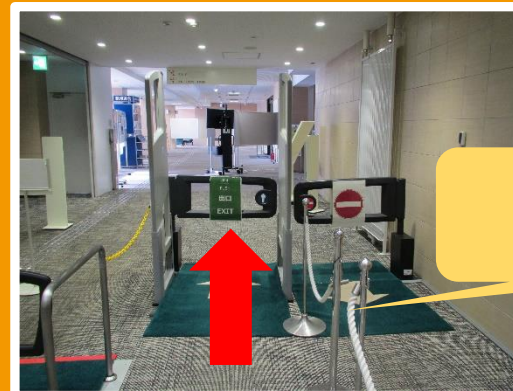


*Japanese only.



Touch Here!

HU Library Official
Mascot: URARA



Exit Gate
(push forward)

After Entering the Library...

- Closed Stacks
- Lockers
- Northern Studies Collections

Circulation
Desk

Open Area (2F) & Open Stacks (3-5F)

Go this way if you want to get materials at Open Stacks or do some self-study.

It's my first time here!
I want to study using
materials here, but
where should I go?

Let's go to the right side and
get some books at **Open
Stacks first!** There is also a
space for self-study called
Open Area on the second
floor!



Borrow Library Materials

You can use self-checkout machines to borrow. If you want to borrow disk-attached materials, please come to the circulation desk.

Return Library Materials

Put the materials on a green book truck in front of the circulation desk, or hand over to the library staff. You can use the book drop at the entrance as well.



Go watch how-to videos about the self-checkout machine.



*Japanese only.



Renew Library Materials

To extend your materials, follow the steps below:

- Bring materials to the library from which you checked out, **OR**
- Visit our website and renew materials online via Library Web Service.

❖ You cannot renew your materials when they are overdue or reserved by others.

Renewal Limit:

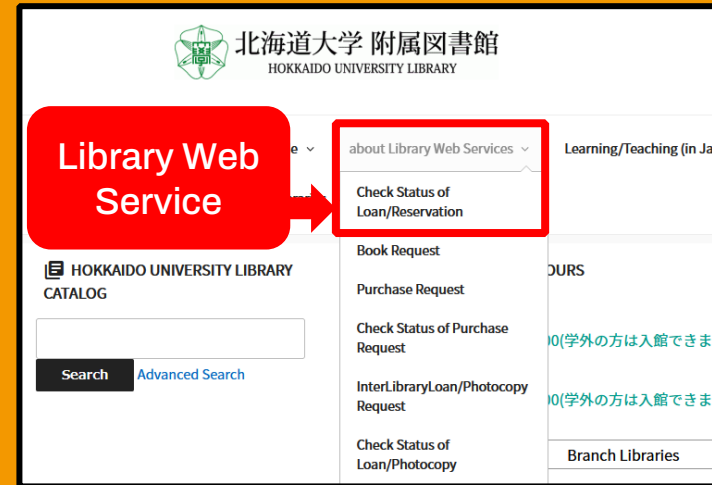
- Materials at Open Stacks: Up to twice
- Materials at Closed Stacks: Up to 4 times

Due Date & Penalty

You cannot borrow or renew any materials when they are overdue. **If you do not return your materials within 3 days from the due date, penalty will be applied and you cannot borrow any materials for a certain period of time.**

Login via Library Website

<https://www.lib.hokudai.ac.jp/en/>



Library Website

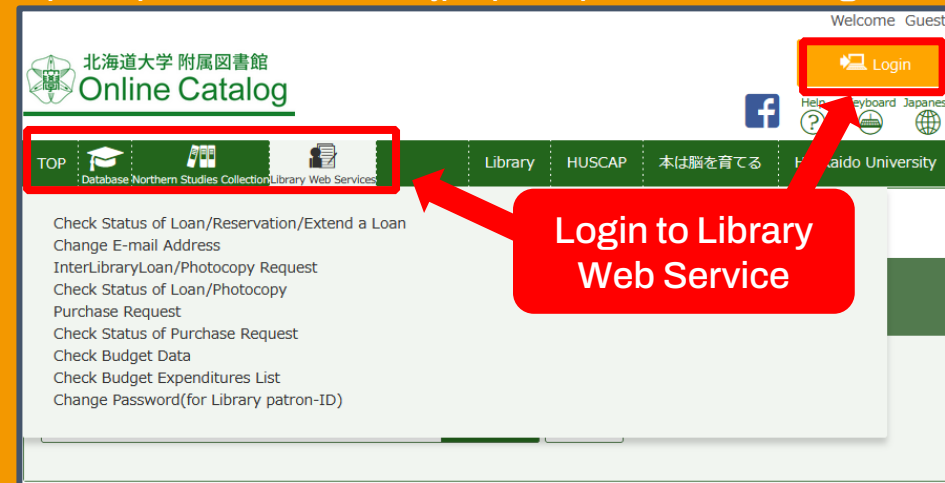


Library Online Catalog



Login via Online Catalog

https://opac.lib.hokudai.ac.jp/opac/opac_search/?lang=1



❖ Please make sure to log out when you use a shared computer.

Circulation Desk

Here at the Circulation Desk,
you can:

- 1) Register & Renew Library Card
- 2) Borrow/Return Library Materials & Book the Study Booth
- 3) Ask for Materials at Closed Stacks

Though we divide our service into three parts, we accept any inquiries about the library service here at the circulation desk. So please do not hesitate to talk to the staff if you have any questions!

The Official Mascots of Hokkaido University Library

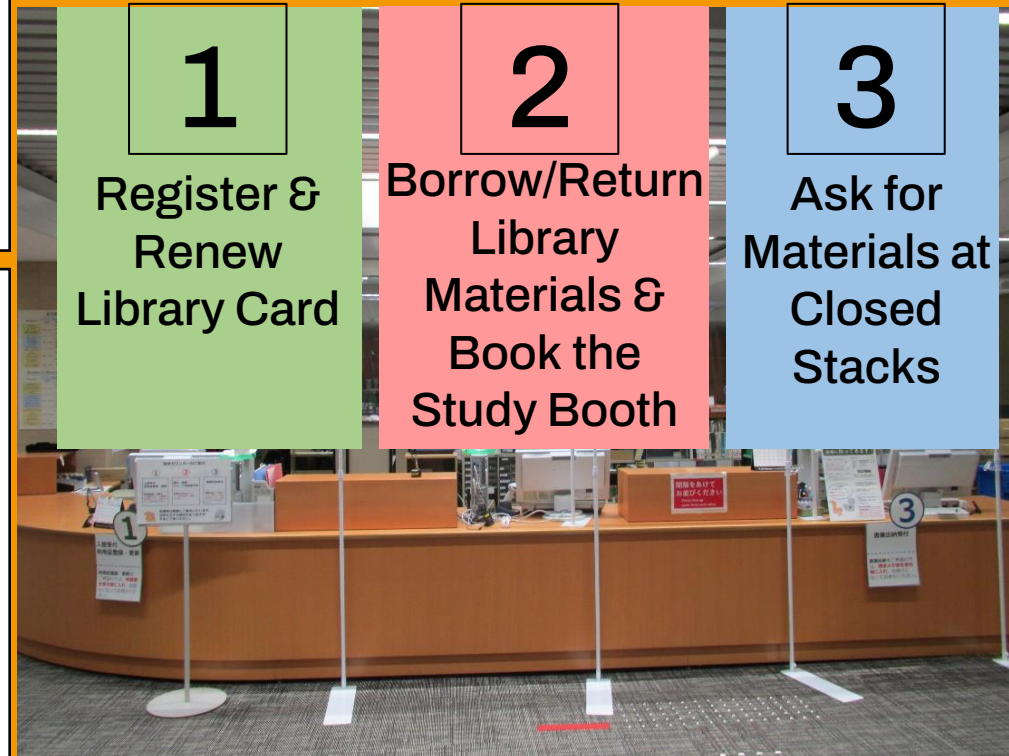


HONOKA

Want to know more about us?
Go visit here!!



URARA



**This is the end of the
“1. How to Use the Central Library:
Basics.”**

**We hope you use our library
effectively and efficiently
during your college life.**

**Please take a look at two other information
slides: “2. Search for Library Materials” &
“3. Library Facility” .**