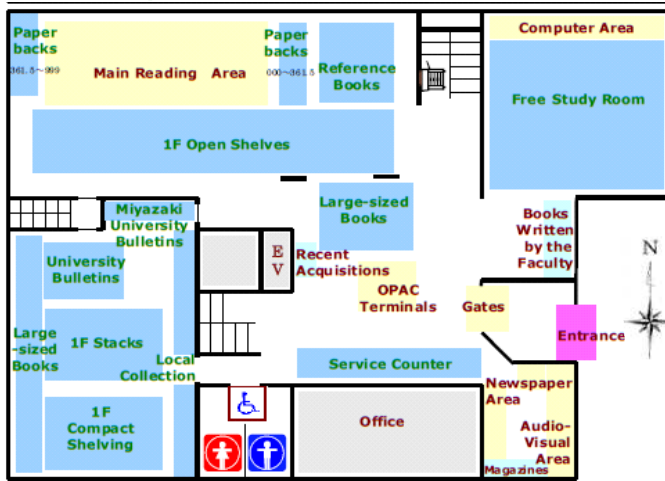


## Floor Map



1F



1F Free Study Room



2F



2F Seminar Room



3F

### University of Miyazaki Library Main Building

1-1, Gakuen-Kibanadai-Nishi,  
Miyazaki city, Miyazaki,  
889-2192, Japan

TEL: 0985-58-7147

FAX: 0985-58-2880

E-mail: lib-desk@of.miyazaki-u.ac.jp

## University of Miyazaki Library Main Building

### Users' Guide



### Library Hours

During	Mon-Fri	Sat-Sun	National Holidays
Semesters	8:40-20:00	10:00-16:00	closed
Vacations	9:00-17:00	closed	closed
Exams	8:40-21:00	10:00-18:00	10:00-18:00

### Closed Days

National Holidays

Saturdays & Sundays during Vacations

Year-end and New Year Holiday (Dec28-Jan4)

※ Any changes to opening hours will be posted at the library front entrance or on the library website.

### Entry and Leave

- Faculty members and students of the university may enter the library without restriction.
- Outside visitors are required to fill out the application form at the gate.
- An alarm will sound at the exit gate if library materials are taken out without due process.
- Users are requested to observe the rules.

### Library Website

<http://www.lib.miyazaki-u.ac.jp/>

The library provides information including:

- News
- Library Calendar
- OPAC (Online Public Access Catalog)
- E-resources
- Searching Online Databases etc.



### Service Hours

	Mon-Fri	Sat-Sun
Browsing & Borrowing Free Study Room	During opening hours	During opening hours
Reference Service	9:00-17:00	No Services
Seminar Room Group Study Room	Up to 30 minutes before closing	No Services (Seminar Room is open)
Audio-Visual and Meeting Hall Library Laboratory	Up to 30 minutes before closing	Please inquire
Photocopy Request Inter-Library Loan	9:00-17:00 (until 16:30)	No Services



## Borrowing & Return

### Borrowing Limits

	Circulation	Loan Period
Undergraduate Students	5	2 weeks
Graduate Students	10	2 weeks
Faculty Members	20	1 month
Emeritus Professors		
Researchers		
General Users	5	2 weeks

#### ※Materials which are not allowed to be borrowed

- Newspapers, Journals
- Audio-Visual materials
- Reference books
- Materials with “禁帯出” labels

### Returns

Please return borrowed books to the Service Counter in library hours. When the library is closed, return them to the book post located at the right of the main library entrance.

In the case of overdue books, borrowing privileges will be suspended for as many days as the book is overdue. The library will urge users with overdue books to return them in board postings and by telephone.

You may return items at either the Main Building or the Medical Branch.

Please report any loss or damage to library materials immediately.

### Reservations

You may reserve on-loan materials.

Please make a reservation at the service counter with your student or library card.



## How to Search for Books

To search for any materials in the University of Miyazaki Library using the OPAC (Online Public Access Catalog), click on the library homepage link:

**OPAC** <http://opac.lib.miyazaki-u.ac.jp/>



## Photocopying

Photocopying of library materials is permitted within the legal limits of Copyright Law. Single copies of a part of the materials per person may be made for study or research. Please fill out the “文献複写申込書” application form before photocopying.



## Inter Library Service (Only University members)

If required materials are not in the library, photocopies may be requested from another library. Please make such requests at the service counter. Applicants are required to pay copying fees and postage. When you visit other libraries, a letter of introduction may be required and should be requested in advance from the Service Counter.



## Book Purchase Requests (Students and Graduate students only)

You may request a book you think our library should have. Please fill out the “購入希望図書申込書” application form for book purchase, and submit it to the Service Counter.



## Reference Service

The library staff provide support for

- Library use
  - Locating books and journals
  - Searching for literature
  - Use of research tools on the Internet, such as electronic database
- Feel free to contact us.



## Learning Commons

Learning Commons are spaces where students may study while talking with peers. There is equipment, such as computers, whiteboards, projectors and screens. You may bring in drinks with a cap. Use it for group studies, meetings and presentations. Reservations for rooms may be made at the Service Counter.



## Library Rules

- Handle all library materials carefully and do not damage or lose them.
- Refrain from talking and do not disturb other users. (except for Learning Commons)
- Smoking and eating are prohibited.
- Mobile phone use is prohibited except in the phone booth on the 2F.
- Soliciting and distributing bills or documents is prohibited.