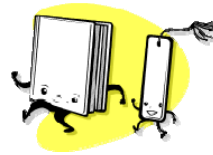
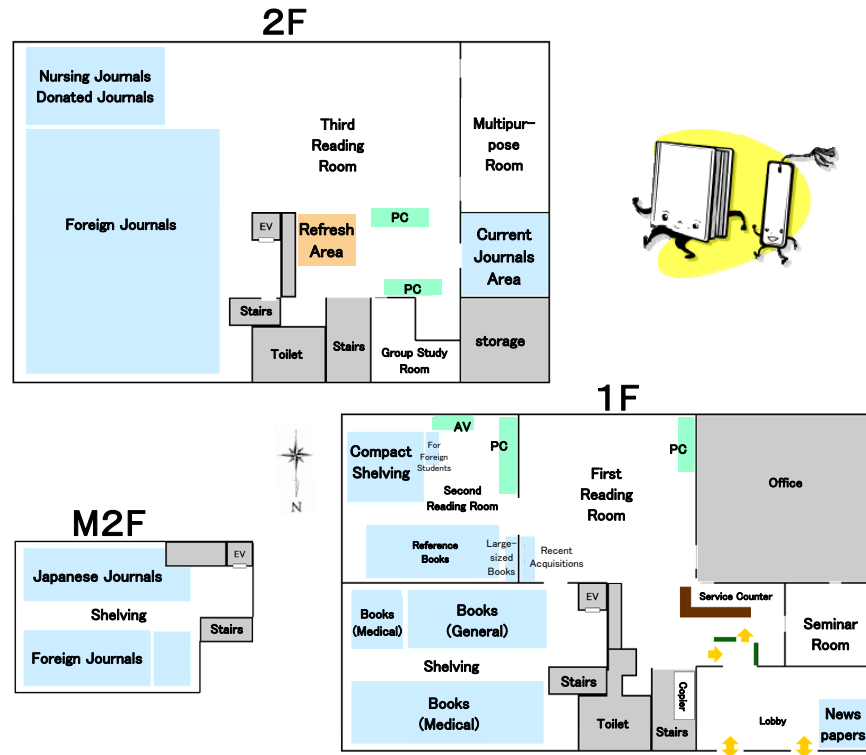


## Floor Map



## University of Miyazaki Library Medical Branch

### Users' Guide



The Hippocratic Oath

### Library Hours

	Mon-Fri	Sat-Sun
<b>During Semesters</b>	9:00-20:00	13:15-17:00
<b>Vacations</b>	9:00-17:00	closed

### Closed Days

National Holidays (open 10:00-18:00 during exam period)  
 Saturdays & Sundays during Vacations  
 Year-end and New Year Holiday (Dec 28-Jan 4)

※Any changes to opening hours will be posted on the monitor at the library front entrance and 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 counter.
- 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 of Medical Branch Website

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

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
<b>Browsing &amp; Borrowing</b>	During opening hours	
<b>Seminar Room Group Study Room Multipurpose Room</b>	Up to 30 minutes before closing	
<b>Reference Service Photocopy Request Inter-Library Loan</b>	9:00-17:00	No services

## Medical faculty Map



### University of Miyazaki Library Medical Branch

5200 Kihara, Kiyotake-cho, Miyazaki city, Miyazaki,  
 889-1692, Japan  
 TEL : 0985-85-9198 FAX : 0985-84-1756  
 E-mail : lib-med@of.miyazaki-u.ac.jp



## Borrowing & Return

### Borrowing Limits

	Books	Journals
Faculty Members Graduate Students	10 vols. Up to 1week	3 vols. Up to 2days
Undergraduate Students	3 vols. Up to 1week	Not for loan
Emeritus Professors		
General Users		



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

- Newspapers, Audio-Visual materials
- Journals within 1 week of arrival
- Reference books
- Materials with “禁帯出” labels

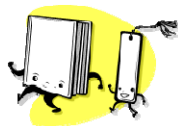
### Returns

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 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 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/>



#### To search

Enter the keywords or title of the book.  
To enter multiple words, put a space between words.



## 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.



## 24 Hours Service (Overtime use)

The medical branch offers a 24 hours service for users who are unable to use the library in opening hours for research, teaching, practice, work, etc. The library is closed and there is no library staffs, but you may receive the following services at your own risk.

- Browsing the library materials
- Search for literature information, borrowing, returns and photocopying of materials by users themselves
- Computer use

must be submitted to the medical branch the “時間外利用許可申請書” application form and applicants are required to attend “the 24 Hour Service briefing” in order to use this service. (about 25 minutes)



## 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.
- Soliciting and distributing bills or documents is prohibited.

