

Guide of the IER Library (For faculty and staff)

Service

Circulation Service

User Category	Checkout Limits	Loan Period	
		Books	Bound periodicals
Faculty and staff of IER	No checkout limit	1 year	1 week
Faculty and staff of Hitotsubashi University	Up to 70 items*		

*Items are counted out of the University Library's checkout limits.

* Non-circulating materials (Unbound periodicals, reference books, statistical materials, rare materials, microform, part of magnetic or electronic media, etc.) are used only within the Library.

Return

Please return materials to the counter.

During the closing hours, we have a book drop located on the south entrance of IER building.

*We may ask you to return materials temporarily for another user's reservation. After the usage, you can borrow the materials again.

Extension

You can extend the loan period if materials are not reserved. Please bring materials to the counter or renew via "MyLibrary" before the due date.

Reservation

Reservations can be made at the counter. When the material has returned, we will inform you and hold the material in the counter.

Photocopy

In any of the cases, **you must regard the Copyright Act** and only the Library materials can be copied.

[for Books and Periodicals]

Copying is available via a card-type copy machine (cards for faculty or the staffs) or a coin copy machine (10 yen/sheet). Please fill in a document copy application form before copying.

[for Microform Materials]

When you use the microform materials, please ask the counter.

•Microform printer: It costs 20 yen/sheet. When you make a payment with the university funds, please ask the counter.

•Microform scanner: Please bring your own USB device. Saving image data is free of charge.

Service Hours

Monday - Friday: 9:00 a.m. - 5:00 p.m.

Closed on: 1. Saturdays, Sundays, and National Holidays.

2. Year-end through New Year holidays.

3. The day of entrance examinations.

*Temporary closing will be posted within the library and on the website.

Procedure

Please show your faculty/staff ID at the counter and receive the key-card.

Before you check in the Stack Area, please put your baggage in the locker, which is by the counter.

Searching Materials

Please use Online Public Access Catalog (OPAC) for searching for materials.

→ <https://opac.lib.hit-u.ac.jp/>

Online Service

You can view the list of your checked-out/requested materials and renew them on "MyLibrary".

- You need a User ID provided by Hitotsubashi University.
- Please inquire about ID/Password at your own office.
- It is unable to reserve materials of IER Library via MyLibrary.

Notes

- Smoking, eating and drinking are forbidden in the Library.
- Please keep quiet in the Library and keep valuables in your possession at all times.
- The university-wide wireless LAN service "1284 Wireless" cannot be used in the library.
- In case of emergency, follow staff's instructions.

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Library, Institute of Economic Research, Hitotsubashi University
Tel: 042-580-8320 E-Mail: library-www@ier.hit-u.ac.jp
Website: <https://www.ier.hit-u.ac.jp/library/English/>