Guide of the IER Library (For faculty and staff)

Service

Circulation Service

<table>
<thead>
<tr>
<th>User Category</th>
<th>Checkout Limits</th>
<th>Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty and staff of IER</td>
<td>No checkout limit</td>
<td>1 year</td>
</tr>
<tr>
<td>Faculty and Staff of Hitotsubashi University</td>
<td>Up to 70 items*</td>
<td>1 year</td>
</tr>
</tbody>
</table>

*Items are counted out of the Central library’s checkout limits.
*Non-circulating materials (Unbound periodicals, reference books, statistical materials, rare materials, microfilm, magnetic or electronic medium, 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 exit of IER building.
*We may ask you to return materials temporarily for someone’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 “My Library” 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 Law** 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 yensheet). Please fill in a Document Copy Application Form before copying.

[for Microform Materials]

When you use the Microform materials, please ask the counter.
- Microreader printer: It costs 20 yen/sheet. If you need to make a payment with public expense, please ask the counter.
- Microscanner: Please bring your own USB device. Saving image data is free.
**Service Hours**

**Monday - Friday:** 9:00 - 17:00

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 or staff ID when you enter.**

Before you check in the Stack Area, please put your baggage in visitor’s 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/](https://opac.lib.hit-u.ac.jp/)

**Online Service**

You can view the list of your checked-out / requested materials and renew them on “My Library”.

• You need a User ID provided by Hitotsubashi University.
• Please inquire about ID/Password at your own graduate school’s office.
• It is unable to reserve materials of IER Library via My Library.
• Only IER faculty and staff can request photocopies from another library via My Library.

**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, please follow staff’s instructions.

**If you have any questions, please do not hesitate to ask the counter.**

Nov. 2015