

Guide of the IER Library - For Graduate students, 5-year combined B.A. and M.A. program students, 特別 B users -

Service

Circulation Service

Materials	Checkout Limits	Loan Period
Books	Up to 10 items*	1 month
Bound Periodicals		1 week
Unbound Periodicals	Non-circulating, use only within the Library.	
Reference books, statistical materials		
Microform Magnetic or electronic medium Rare materials, etc.	Non-circulating, apply to the counter by 4:30 p.m. (Part of magnetic or electronic media: Circulating)	

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

Return

Please return materials to the counter.

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

Extension

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

If the materials are overdue, you can neither borrow additional materials nor extend any materials.

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 Graduate Students) 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 by 4:30 p.m.

- Microform printer: It costs 20 yen/sheet for students of Hitotsubashi University, 40 yen/sheet for "特別 B".
- 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 student ID or Special User 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".

- It is unable to reserve materials of IER Library via "MyLibrary".
- "特別 B" users are excepted from "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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