

# 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 or staff ID when you enter.**

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, please follow staff's instructions.

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

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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: <http://www.ier.hit-u.ac.jp/library/English/>