

## Guide of the IER Library (For Undergraduate, 特別 A, Visitors)

### 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

1. Please show your student ID or Special User ID (A) of Hitotsubashi University Library, printed “特別 A”, at the counter. Visitors need to fill in the application form.
2. **By 4:30 p.m., request the material at the counter**, after you specify the title and call number of the material. Please use Online Public Access Catalog (OPAC) for searching for materials. → <https://opac.lib.hit-u.ac.jp/>

### Service

- Library staff will retrieve the requested materials. Viewing and copying the materials are within the Library until 5:00 p.m.
- Copying is available via a coin copy machine (10 yen/sheet). Please fill in a document copy application form before copying.
  - No receipt can be issued for self service copying.** If you need receipts, make an application at the counter. It costs 20 yen/sheet for students of Hitotsubashi University, 40 yen/sheet for “特別 A” or visitors.
  - In any of the cases, **you must regard the Copyright Act** and only the library materials can be copied.
- When you use the Microform materials, please ask the counter.
  - Microform printer: It costs 20 yen/sheet for students of Hitotsubashi University, 40 yen/sheet for “特別 A” or visitors.
  - Microform scanner: Please bring your own USB device. Saving image data is free of charge.

### 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.
- Undergraduate students or visitors cannot enter stack area.
- 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: [ier-sj.lib@ad.hit-u.ac.jp](mailto:ier-sj.lib@ad.hit-u.ac.jp)  
Website: <https://www.ier.hit-u.ac.jp/library/English/>