

## Preface

Welcome to Tohoku University!

Tohoku University was founded in 1907 as the third national university, and the Library has one of the largest and most diverse collections in Japan. The Library has 3.8 million volumes of books and bound volumes of periodicals, many documents, and various types of materials. Especially, electronic resources such as E-journals and databases are growing in number today.

Recently, as the number of foreign students on the Tohoku University campus increases, we would like to reach out to as many non-Japanese students as possible to fulfill our mission further, namely *“To provide academic information to all the members of the University.”*

This guide book mainly explains the use of tools for natural science. We hope that this guide will be useful as you study and research in Tohoku University.



## Part I Library Information and Service





## 1 To use the Libraries in Tohoku University

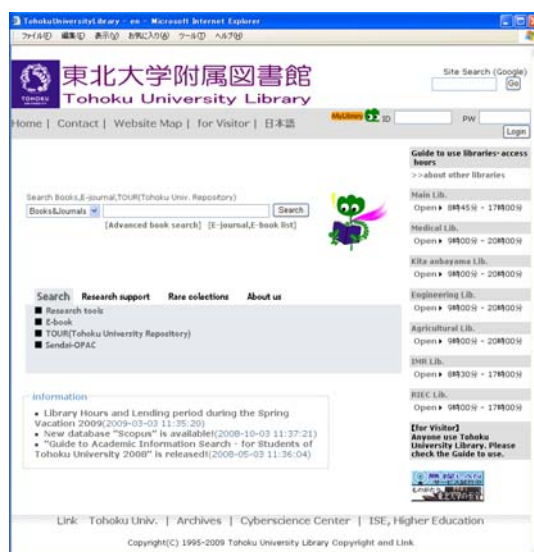
### 1.1 Overview of Tohoku University Library

The Tohoku University Library consists of the Main Library and four branch libraries: the Medical Library, the Kita-Aobayama Library, the Engineering Library, and the Agricultural Library. Several departmental libraries also play parts in the University Library.

The University Library supports the educational and research activities of Tohoku University by collecting, organizing, and providing various information resources for researchers, students, and staff. The Library plays an important part in the information infrastructure and a vital role in the dissemination of scholarly information throughout the University. In addition, the Library contributes toward research and cultural activities in the local, national, and international communities.

The Library was founded in 1911 as the Library of Tohoku Imperial University which was the third imperial university founded in 1907. After the Second World War, the University was renamed Tohoku University under the new school system.

The Library has over 3.8 million volumes of books and bound volumes of periodicals, many documents, and materials in microform. Especially, a growing number of electronic resources are also subscribed.



Tohoku University Library website

## 1.2 Main Library

The University's largest research collection of humanities and social sciences materials are housed in the Main Library. Therefore, the Main Library is a research library for humanities and social sciences as well as an undergraduate library in the University.

The facility of the Main Library consists of the Main Building (completed in 1972) and the Annex (completed in 1989). The Main Library holds 2.5 million volumes of books and bound volumes of periodicals and 40,000 titles of serials. Books and current serials are housed in the Main Building, while back issues of journals and the rare book collection are housed in the Annex.

## 1.3 Branch Libraries and Departmental Libraries

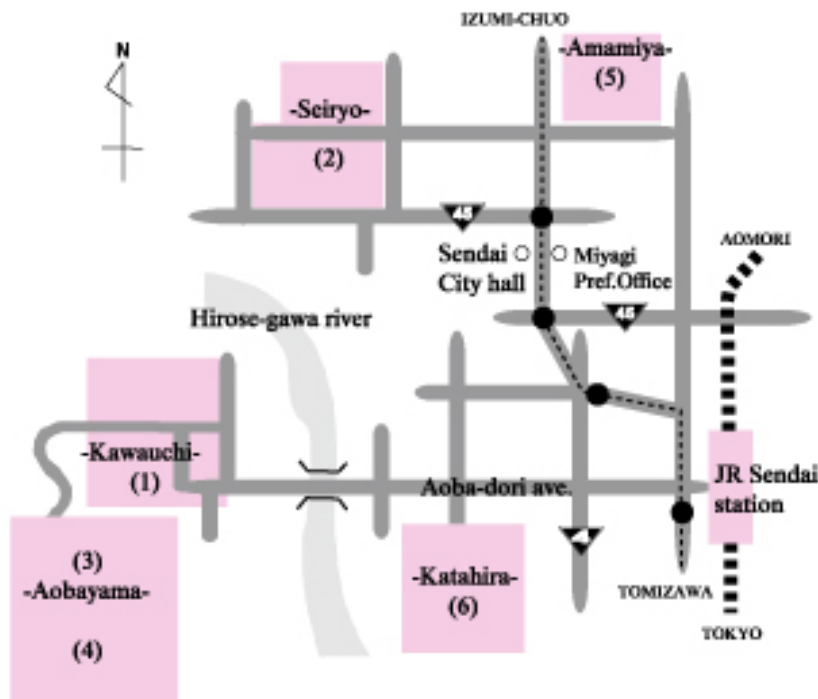
Tohoku University consists of six campuses in Sendai city (at Katahira, Kawauchi, Seiryō, Kitaobayama, Minamiaobayama and Amamiya). Each campus has its own libraries.

Medical Library (at Seiryō campus), Kita-Aobayama Library (at Kitaobayama campus), Engineering Library (at Minamiaobayama campus), Agricultural Library (at Amamiya campus) are branch libraries, which provide collections of books, journals and reference materials and so on, specialized in each subject, and mainly support the academic activities of the affiliated students and staffs. In addition, some faculties and institutions have a departmental library.

For more information, see URL below.

- <http://tul.library.tohoku.ac.jp/modules/guide/>

## 1.4 Location of the Libraries



### (1) Main Library

Kawauchi, Aoba-ku, Sendai 981-8576

Phone : 022-795-5911 Fax : 022-795-5909

E-mail : etsu1@library.tohoku.ac.jp

URL : <http://tul.library.tohoku.ac.jp/top/index-e.html>

### (2) Medical Library

1-1 Seiryomachi, Aoba-ku, Sendai 980-8575

Phone : 022-717-7978 Fax : 022-717-7982

E-mail : mlib-u@library.tohoku.ac.jp

URL : <http://tul.library.tohoku.ac.jp/med/index-e.html>

### (3) Kita-Aobayama Library

Aoba, Aramaki, Aoba-ku, Sendai 980-8578

Phone : 022-795-6372 Fax : 022-795-3753

E-mail : klib-s@library.tohoku.ac.jp

URL : <http://tul.library.tohoku.ac.jp/kita/index-e.html>

(4) Engineering Library

Aoba, Aramaki, Aoba-ku, Sendai 980-8579

Phone: 022-795-4021 Fax : 022-795-5895

E-mail : eng-counter@library.tohoku.ac.jp

URL : <http://tul.library.tohoku.ac.jp/eng/index-e.html>

(5) Agricultural Library

1-1 Amamiya-machi, Aoba-ku, Sendai 981-8555

Phone: 022-717-8629 Fax : 022-274-2127

E-mail : agr-counter@library.tohoku.ac.jp

URL : <http://tul.library.tohoku.ac.jp/agr/eng/index-e.html>

### 1.5 Library hours

Library	Mon. – Fri.	Sat., Sun. & holidays	
(1) Main Library	8:00 – 22:00	10:00 – 22:00	Different service hours by floor / building or term of examination.
Main Library(Annex)	8:45 – 17:00	—	
(2) Medical Library	9:00 – 20:00 (17:00)	—	24 hours / 7 days available for researcher (ask each library).
(3) Kita-Aobayama Library	9:00 – 20:00 (17:00)	—	
(4) Engineering Library	9:00 – 20:00 (17:00)	—	
(5) Agricultural Library	9:00 – 20:00 (17:00)	—	
(6) Institute Libraries	ask each library <a href="http://tul.library.tohoku.ac.jp/guide/helpdesk.html">http://tul.library.tohoku.ac.jp/guide/helpdesk.html</a>		

■ ( ) : Closing time during vacations(summer, winter, spring).

■ Check each library's website about irregular closing times.

**1.6 Your contact library(for user registration, etc.)**

Faculty to which you belong	Contact library
Graduate School of Arts and Letters / Faculty of Arts and Letters Graduate School of Education / Faculty of Education Graduate School of Educational Informatics Education Division / Research Division Graduate School of Law / School of Law Graduate School of Economics and Management / Faculty of Economics Graduate School of International Cultural Studies Other organization in Kawauchi campus	Main Library 022-795-5943
Graduate School of Medicine / School of Medicine Graduate School of Dentistry / School of Dentistry Institute of Development, Aging and Cancer	Medical Library 022-717-7978
Graduate School of Science / Faculty of Science Graduate School of Pharmaceutical Sciences / Faculty of Pharmaceutical Sciences	Kita-Aobayama Library 022-795-6372
Graduate School of Engineering / School of Engineering Graduate School of Information Sciences Graduate School of Environmental Studies Graduate School of Biomedical Engineering	Engineering Library 022-795-5894
Graduate School of Agricultural Science / Faculty of Agriculture	Agricultural Library 022-717-8629
Institutes	Institute Library

- For more information, ask the nearest library.



## 1.7 Library card and your ID/PW

You need one of the following cards when you enter a library or wish to borrow books.

University Student card	University staff card	Other
 A blue and white student ID card from Tohoku University. It includes the text '学生証' (Student ID), '学籍番号 8DS000' (Student ID Number 8DS000), '所属 大学院情報科学研究科' (Faculty Graduate School of Information Science), '平成 8年 4月 1日通学' (Started in Heisei 8, April 1), '氏名 読者' (Name: Reader), '誕生日 1999年 9月 99日' (Date of Birth: 1999.9.99), '読者番号 東北大学 総 400000000' (Reader Number: Tohoku University, General 400000000), and '平成 8年 4月 1日発行' (Issued Heisei 8, April 1).	 A dark green and black staff ID card titled '身分証明書' (Identity Certificate). It states '下記の者は本学職員であることを証明する。' (The following individuals prove to be university staff.) and lists '氏名 斎藤 次郎' (Name: Saito, Jiro), '所属 工学部' (Faculty: Faculty of Engineering), '発給年月日 昭和 51年 1月 1日' (Issued Date: Jan 1, 1976), '有効期限 平成 27年 11月 31日' (Valid Until: Nov 31, 2015), and '所属 東北大学 総 400000000' (Tohoku University, General 400000000).	 A yellow library card titled '東北大学附属図書館 利用証' (Tohoku University Affiliated Library Usage Certificate). It lists '氏名 東北 花子' (Name: Tohoku, Hanako), '所属 工学部' (Faculty: Faculty of Engineering), '職業 学生' (Occupation: Student), and '発行日 1996年12月24日' (Issued Date: Dec 24, 1996). Below the card, it says 'Issued by library'.

- The Student / Staff ID card is issued at each faculty office.
- The Yellow Library card is issued at the Library for irregular students, guest researchers, trainees and so on. Ask a library staff of your faculty.

You also need ID and a Password to use the “MyLibrary” service or to access online content outside of the university.

Your ID is the 10 digit number on the above card. All students have their default Password and are able to change it. Staff and Others have to register their password. Log in site will give you the details.

- <http://www.library.tohoku.ac.jp/mylibrary/#eng>

## 2 Services

### 2.1 Outline

At the Library, you can be provided with various services like “Circulation”, “Copying” et al. When you can't come to library buildings, you can access library services via online “MyLibrary”. If you have any question, please ask your library staff.

## 2.2 MyLibrary service (Tohoku University members only)

“MyLibrary” is a service which offers several useful functions. It’s like a personal webpage that you can arrange as you like, for example with an E-journal link, library calendar, or links to your favorite web pages. It allows you to see the list of books you have checked out, or the status of your photocopy requests. University members can request photocopies from other library via “MyLibrary” service.

### Features

- Loan reservation / Order “Inter-campus delivery service” through “Online Catalog”.
- Confirmation of loan and reservation status.
- Can apply for the InterLibrary photocopy/Loan.
- View the list of ordered photocopy/loan.
- Change contact library for photocopy/loan.
- Requests for book purchases. (For Students)
- Selecting books for students. (For Teachers)
- View the list of ordered books.
- Making of the collection of e-journal links that you need.
- Making of the collection of website links connected with the fields of study.
- Online Reference Service.

**Your name** ミヤギノハギコ さんのMyLibrary

使い終わったら必ずログアウトしてください

MyLibrary コンテンツの選択 色をカスタマイズする ヘルプ ログアウト  
 Top Page Choose Content Change Colors Logout

**図書館からのお知らせ**  
**Information**

★メールアドレス登録  
 「貸出予約」「文献複写借用申込み」をご利用の場合は事前にメールアドレスの登録を完了する必要があります。  
 ●メールアドレスは2個まで登録でき、申込時に選択することができます。

**図書館サービス**  
**Library Services**

蔵書検索 (Online Catalog)  
 貸出・予約状況照会 (View the list of books)  
 文献複写借用申込み (Applies for document delivery)  
 文献複写借用申込み状況照会 (Check the status of document delivery)  
 文献複写借用受取窓口変更 (Change the window for document delivery)  
 学生図書リクエスト (旧) (Request for student books)  
 学生用図書選定 (旧) (Select books for students)  
 メールアドレス登録・変更・削除 (Register & Change E-Mail)  
 図書購入申込み状況照会 (View the status of book purchase)  
 予算状況照会 (View Budget Situation)  
 レファレンス・サービス (Reference Service)  
 パスワード変更 (Change password)  
 図書購入依頼 (Request for the books purchase)  
 学生希望図書リクエスト (Request for the books purchase)  
 学生用図書選定 (Select books for students)

**図書館カレンダー**  
**Library Calendar**

本館1・2号館のカレンダー

2008年 03月						
日	月	火	水	木	金	土
					1	
		2	3	4	5	6 7 8
	9	10	11	12	13	14 15
	16	17	18	19	20	21 22
	23	24	25	26	27	28 29
						30 31

242526272829

**図書館・学術情報リンク**  
**Library Links**

- 東北大学附属図書館

**電子ジャーナル**  
**Electronic Journals**

電子ジャーナルの利用にあたっては、供給元である出版社が使用許諾条件を定めています。  
 どの出版社においてもおおむね以下の条件が適用されます。  
 \* 検索ロボット等を用いた大量のアクセスは禁止  
 \* 個人利用以外の利用  
 \* データやその複製を許可しない

**Notice from Library**

**Access Point of Services**  
 (Document delivery, Checking borrowing, etc.)

**Library Calendar**

**Links : Recommended links**  
 chosen by library

**Short cut search (goo, Google, Scirus and Yahoo!)**

**E-journals list**  
 You can choose frequently used titles from the E-journals list offered by library

## MyLibrary For cellular telephone !!

<http://tul.library.tohoku.ac.jp/mobile/>



You can

Check Reservation

Extension of borrowing limits

Check Interlibrary Loan status.



## 2.3 OPAC

Tohoku University's library catalog is called "the Online Catalog"(or simply "OPAC: Online Public Access Catalog"). It has a simple search and advanced search function. You can search not only the Tohoku University catalog but also other libraries in Japan. The Online Catalog includes all journals in the University, and books acquired since 1987. To search for older books, it's necessary to search for them using the card catalog. Please don't hesitate to ask library staff how to use that.

(See Part II.2)

## 2.4 Circulation

### 2.4.1 Borrowing

In Tohoku University, each library has different borrowing rules. The number of books that can be borrowed are:

Possession		Status									
		Undergraduate student		Graduate student		Faculty A*		Faculty B*		Staff	
		Number	Period (week)	N	P	N	P	N	P	N	P
Main Library, Main Building	Student reading room	5	3	5	3	5	3	5	3	5	3
	Books in stacks	25	6	50	6	100	6	50	6	5	6
	Special materials**	2	**	5	**	20	**	5	**	5	**
Main Library, Annex (journals)		5	1	5	1	10	1	5	1	5	1
Medical Library		3	1	10	1	10	1	10	1	10	1
Kita-Aobayama Library		5	2	10	2	10	2	10	2	10	2
Engineering Library		5	2	10	2	10	2	10	2	10	2
Agricultural Library		5	2	10	2	10	2	10	2	10	2

- \* Faculty A ...Professors, associate professors, lecturers, assistant professors, research assistants, etc.
- \* Faculty B ...Part-time faculty, professor emeriti, research fellows, interns, trainees, etc.
- \*\* Special materials in the Main Library include private collection, special (or expensive, valuable) collection, economic-statistics materials, etc. The borrowing period of special materials in individual libraries or massive collections is 6 weeks, while that of materials on economic statistics and international organization is 1 week.

Borrowing limits apply separately to each library. For example, a graduate student can borrow a maximum of 105 items concurrently.

#### **2.4.2 Extension of borrowing limits**

The borrowing period may be extended if you bring it to the Library front desk or via “MyLibrary” before the borrowing period expires. However, the number of extensions is limited (varies with status and materials), so that no prolonged possession is allowed. No extension is permitted if the material is reserved.

#### **2.4.3 Return**

Borrowed materials must be returned to the library within the borrowing period. You can return materials to a different library from the library checked out from. At the Main Library you may be penalized depending on the tardiness.

#### **2.4.4 Inter-Campus Delivery Service**

If you find a book you want to read at other campus’ library in Tohoku University, you can reserve & order it to be delivered to your nearest library. Order from OPAC inside of “MyLibrary” service. You can receive the ordered book at the library most convenient for you.

- The number of books and period that can be borrowed by Inter-Campus Delivery Service

Participating libraries	Number of books	Period (day)
Main Library, Main	5	14
Medical Library	2	7
Kita-Aobayama Library	5	14
Engineering Library	5	14
Agricultural Library	5	14
Institute for Materials Research Library	5	14
Institute of Fluid Science Library	5	7
Library of Institute of Multidisciplinary Research for Advanced Materials	2	7
Law School Library	Cannot be checked out.	

## 2.5 Photocopy

It's possible to make photocopies yourself with the copy machine in the library. Payment by cash or Coop prepaid copy card (Coop card) is acceptable. You can purchase a Coop card in the library or the Coop shop.

### Pay attention to copyright!

All works (includes novels, articles, computer programs, websites etc. ) have their own copyrights.

(1) Reproductions of library materials are permitted in the following cases.

To make a single copy for personal research use.

To copy less than 50% of the pages of a book.

To copy a full article from a back issue of a periodical.

(2) Quotation

Quotations must be clearly separated from your own writings.

Show references for quotations.

- For more information, ask the

Copyright Research and Information Center (CRIC)

[http://www.cric.or.jp/cric\\_e/index.html](http://www.cric.or.jp/cric_e/index.html)

## 2.6 Interlibrary Loan

If you cannot find the material you need within Tohoku University, you can request photocopy/book from another library. For further information about this procedure, see URL below or ask your library staff.

- General Service Guide( for current students and staff)  
[http://tul.library.tohoku.ac.jp/guide/guide\\_gakunai-e.html](http://tul.library.tohoku.ac.jp/guide/guide_gakunai-e.html)

You can pay for this service with your laboratory's budget or privately with cash. To use the laboratory's budget, your professor's permission is needed.

### (1) Via online

- from Tohoku University Library Webpage "MyLibrary"
- from "Online Catalog"(inside of "MyLibrary")

### (2) At the reference desk

	Charge	Payment	Time required
Interlibrary Photocopy	specified by each organization (In many cases, ¥35-60 per sheet)	research budget or private expense	approximately 4-10/days
Interlibrary Loan	the round-trip delivery cost (details are specified by each organization)	research budget or private expense	approximately 4-10/days  *Checkout-period is specified by each organization

\* You may visit the institution that holds the material. For more information, ask a librarian at the reference desk.