



LIBRARY GUIDE 2017

Ehime University

Main Library : Johoku campus

Library hours	Term Period	Aug.8 - Sep.8 & Dec.24 - Jan.7	Sep. 9 -Sep. 23
Weekdays (Mon.-Fri.)	9:00 - 23:30	9:00 - 17:00	9:00 - 22:00
Sat. Sun. & National holidays	9:30 - 19:00	Closed	9:30 - 17:00

To enter the library, please place your student ID card on the card reader at the entrance gate. The entrance gate will then open. The service counter is on the 2nd floor.



Medical Library : Shigenobu campus

Library hours	Term Period
Weekdays (Mon.-Fri.)	9:00 - 21:00
Sat.	9:00 - 17:00
Sun. & National holidays	Closed



Agricultural Library : Tarumi campus

Library hours	Term Period
Weekdays (Mon.-Fri.)	9:00 - 20:00
Sat.	9:00 - 13:00
Sun. & National holidays	Closed



The temporary closing and changing of opening hours will be notified on the library website.

How to borrow and return books.

Borrowing

Borrowing books is easy! Just take your student card and books to the Service Counter and show them to the staff there. You can use your student ID at all 3 university libraries.

	Number of books	Loan period
Books	5	21 days
Bound Journals	5	3 days

The loan period is 14 days at the Medical Library. You can extend the loan period one more time, if no one has reserved the book.

Returning

To return the books, just take them to the Service Counter of any libraries. Please use the book drop in front of the library when we are closed.

If there is even a single book which is not returned within the loan period, your borrowing is suspended.

For example, if you return a book that you need to return by Oct. 15 on Oct. 18, you will not be able to borrow new books for 3 days.

Book reservation

If a book you want to borrow is out on loan, it's possible to make a reservation for the book through the Library Catalog. When the book is "Loaned out", please make a reservation with "Reserve" button on the search result window.

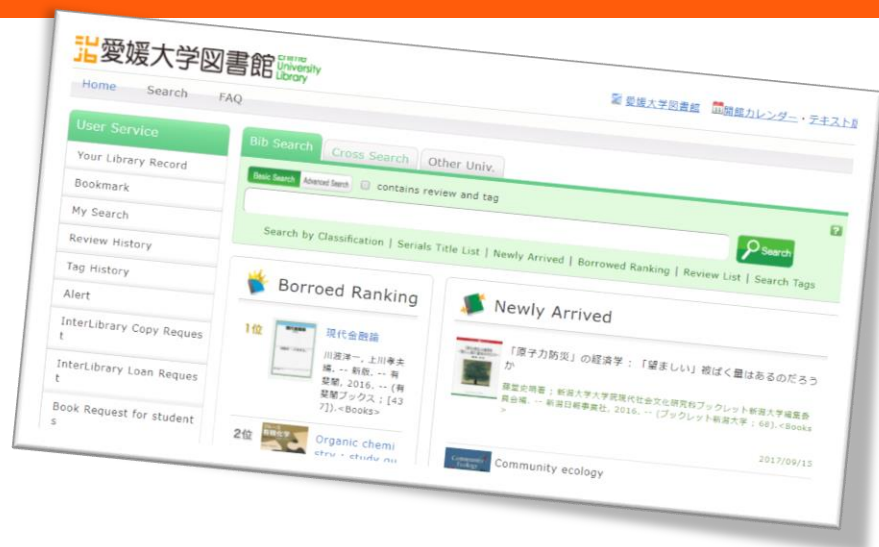
When the reserved book is returned, we will contact to your email address of the university.

Book delivery services

You can request to have the books delivered among Ehime University Libraries. You can apply the service in the Inter Library Loan Request. It takes 1-3days to be delivered. If you are in a hurry, please visit the library that holds the books you need and borrow them directly.

Book request

If the library does not have the book you want to read, you can make request for purchase. Depending on the budget situation, we may not be able to meet the request.



Searching books

Library Catalog

You can search books and journals within the Ehime University on the web site of the library.

You can see 'Location' and 'Call No' in the holding information.

A rough map is displayed when you click on the 'Location'. Library books are arranged in the order of the call number. You will see the same information on the call number label on the spine of a book.

Journals are arranged in the order of the title.

HoldingsList 1-2 of about 2				
No.	Volumes	Library	Location	Call No
0001		Main Library	書庫-和 CLICK	099.1146/EH
0002		Main Library	2F-東館 地域資料 CLICK	099.1146/EH

If you cannot find where the material is, please ask at the Service Counter.

Location: 書庫-* is Closed Stacks

Ehime University students can use the books in the Closed Stacks. The Closed Stacks have 400,000 books and journals.

Please ask the service counter, if you would like to enter the Closed Stacks. You cannot bring bags in the Closed Stacks, let's leave the luggage in the locker.

Photocopy services

You can photocopy library materials within the bounds of copyright law (paid service: 1page per 10 yen).

The self-service copy machines are in each library.



Please fill out the "Photocopy Application Form" before you photocopy materials.

Notice

- ✓ You may copy only a part of the material (less than half).
- ✓ You may copy the whole part of a journal article only when the next issue published or three months passed.
- ✓ Permission to print a single copy for your own studies and research is accepted.
- ✓ It is prohibited to duplicate or distribute the photocopy regardless of whether compensation is received.

First row of the call number



NDC : Nippon Decimal Classification

In the library, books are arranged in the order of the classification number. The classification number is classified by the contents of the book for your convenience to find the book which matches with an area specific in the library. By doing so, books which have the same or similar contents and books which are related are arranged and placed nearby. Once you understand the system of decimal classification, it will be faster and easier to search for books.

The Nippon Decimal Classification method (NDC) classifies all materials into 3-digit numbers from "000" to "999" out of 1,000 items based on the content of the books. However, due to its insufficiency to have only 1,000 items, the classification item is set as following ".".

00	General works
007	Information science
01	Libraries. Library and information sciences
02	Books. Bibliography
03	General encyclopedias
04	General collected essays
05	General serial publications
06	General societies
07	Journalism. Newspapers
08	General collections
09	Local collections
10	Philosophy
11	Special treatises on philosophy
12	Oriental thought
13	Western philosophy
14	Psychology
15	Ethics. Morals
16	Religion
17	Shinto
18	Buddhism
19	Christianity
20	General history
21	General history of Nippon
22	General history of Asia
23	General history of Europe
24	General history of Africa
25	General history of North America
26	General history of South America
27	General history of Oceania. General history of Polar regions
28	General biography
29	General geography. Description and travel

30	Social sciences
31	Political science
32	Law
33	Economics
34	Public finance
35	Statistics
36	Society
37	Education
38	Customs, folklore and ethnology
39	National defense. Military science
40	Natural sciences
41	Mathematics
42	Physics
43	Chemistry
44	Astronomy. Space sciences
45	Earth sciences
46	Biology
47	Botany
48	Zoology
49	Medical sciences. Pharmaceutics
50	Technology. Engineering
51	Construction. Civil engineering
52	Architecture. Building
53	Mechanical engineering
54	Electrical engineering
55	Maritime engineering
56	Metal and mining engineering
57	Chemical technology
58	Manufactures
59	Domestic arts and sciences
60	Industry and commerce
61	Agriculture
62	Horticulture
63	Sericulture. Silk industry
64	Animal husbandry
65	Forestry
66	Fishing industry. Fisheries
67	Commerce
68	Transportation services
69	Communication services

70	The arts. Fine arts
71	Sculpture. Plastic arts
72	Painting. Pictorial arts
73	Engraving
74	Photography and photographs
75	Industrial arts
76	Music
77	Theater
78	Sports and physical training
79	Accomplishments and amusements
80	Language
81	Nipponese
82	Chinese. Other Oriental languages
83	English
84	German
85	French
86	Spanish
87	Italian
88	Russian
89	Other languages
90	Literature
91	Nipponese literature
92	Chinese literature. Other Oriental literatures
93	English and American literature
94	German literature
95	French literature
96	Spanish literature
97	Italian literature
98	Russian literature
99	Literatures of other languages

Use of PC



Educational PC

In every library, there are educational PCs. You can use various software: web browsers, Microsoft Office, image processing... etc.

To use them, the ID and password issued by Center for Information Technology are required, and you need your student ID to print out.

Your own PC

In the library, you can connect to the network with On-Campus Wi-Fi System.

Library PC for searching books (OPAC)

Library PCs which anyone can use are available in every library for searching books, part of databases and e-journals.

You cannot print out from OPAC PC.

Use of Group Study Room



You are welcome to use the Group Study Room. You can book the room 1 week in advance.

In case the main library, you can book the room via the Library's website.



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3, Bunkyo-cho, Matsuyama,
Ehime, 790-8577
Ehime University Library

Digital Data

E-books / E-journals

Digitalized academic journals and books are available to access through the web. At Ehime University, you can access about 1,200 books and 6,000 journals on PCs in the library or research laboratories.

Databases

You can search article on journals through databases such as Scopus, SciFinder, Ichushi Web on PCs in the library or research laboratories.

Remote access service

Some e-journals and databases are available from outside campus by Academic Access Management Federation in Japan (GakuNin). If you want more information, please see <https://www.gakunin.jp/En-fed/>.



<http://www.lib.ehime-u.ac.jp/ENGLISH/>



Rare Books



You can view rare books on the web. They are accessible from the Library's website.

Reference services



Ask a librarian

Consultation services on materials searches and how to use the library are available. We will support your research or learning activities. Please feel free to ask a librarian for assistance. (Weekdays: 9:00 - 17:00)

Workshops

We provide workshops and seminars for using libraries and useful databases which are helpful for writing academic essays and papers.

Interlibrary copy/loan services

Interlibrary copy / loan services provide access to materials which are not available at our library through a network with other libraries. You can ask for photocopies or book borrowings. You must pay copy and postal charges.

You can apply via the library catalog.

Visiting other libraries

When you directly visit other libraries, you may need permits or letters of introduction. It will take a few days to issue the letters, so please ask at the Service Counter as soon as possible.

Library Manners

Please help maintain a comfortable environment.

- ✓ Please be quiet and do not eat or drink in the library. However, you can drink drinks in containers such as PET bottle or flask which the lid is tightly closed. Please put it in your bag after drinking.
- ✓ Please do not misuse the computers.
- ✓ Turn off your cell phone when in the library so as not to bother other people.
- ✓ Be sure to take your valuables with you when you leave your seat or desk to avoid theft.