

# EHIME UNIVERSITY LIBRARY GUIDE

## LIBRARY HOURS

	Semester			Vacations
	Mon.~Fri.	Sat.	Sun. & Nat. Holidays	Mon.~Fri.
Main Library	9:00~22:00	9:30~17:00	9:30~17:00	9:00~17:00
Medical Library	9:00~21:00	9:00~17:00	closed	9:00~21:00
Agricultural Library	9:00~20:00	9:00~13:00	closed	9:00~20:00

## CLOSED

University Foundation Day (Nov. 11)

New Year holidays (Dec. 28~Jan. 4)

Saturday, Sunday and national holidays during vacations

(Main Library and Agricultural Library)

Sunday and national holidays (Medical Library and

Agricultural Library)

The above schedule is subject to change.

## SERVICE HOURS

(Main Library)

	Semester		Vacations
	Mon.~Fri.	Sat., Sun. & Nat. Holidays	Mon.~Fri.
Loan	9:00~22:00	9:30~17:00	9:00~17:00
Stacks	9:00~21:30	9:30~16:30	9:00~16:30
Photocopying	9:00~22:00	9:30~17:00	9:00~17:00
Reference & Inter-Library Loan	9:00~12:00, 13:00~17:00		9:00~12:00, 13:00~17:00

## Main Library (Johoku Campus)

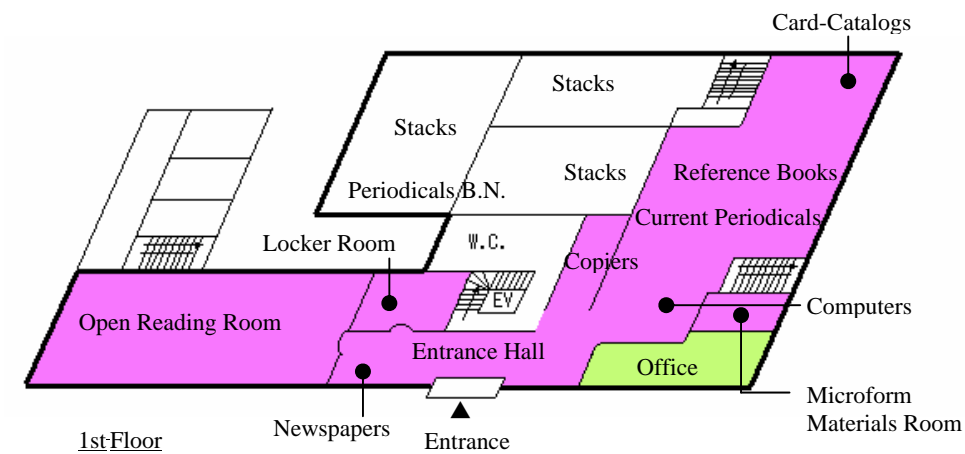
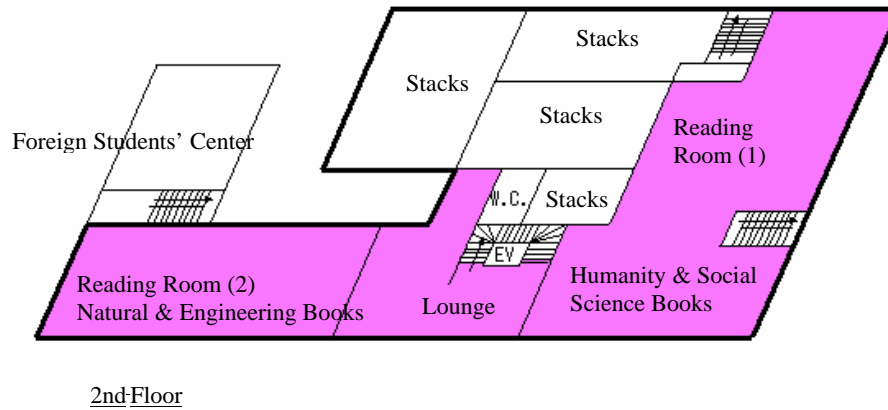
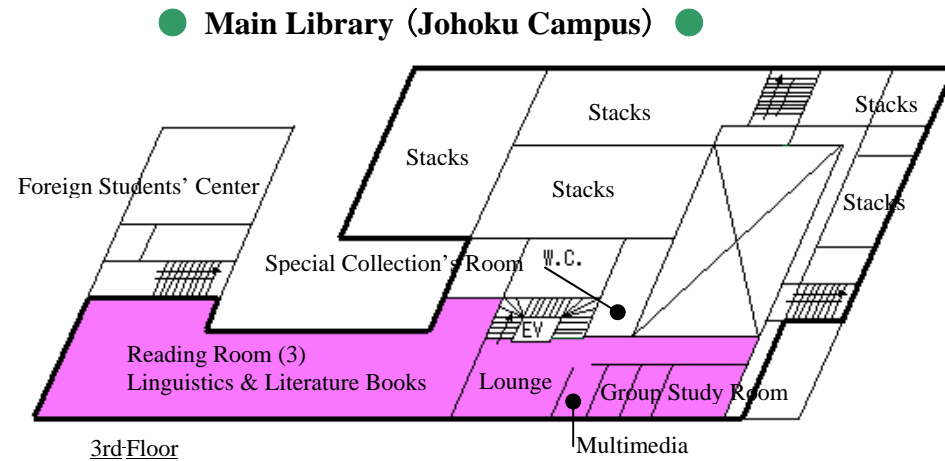
Address: 3 Bunkyo-cho, Matsuyama 790-8577

Tel: 089-927-8848(Circulation Services Section)

8849(Reference Services Section)

Fax: 089-927-8846

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

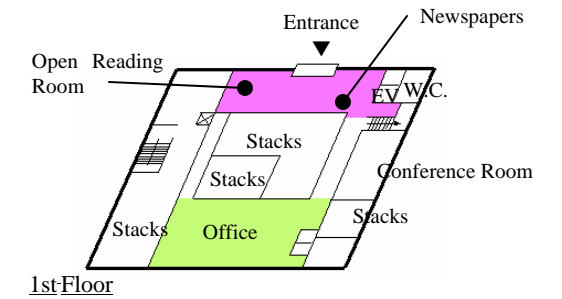
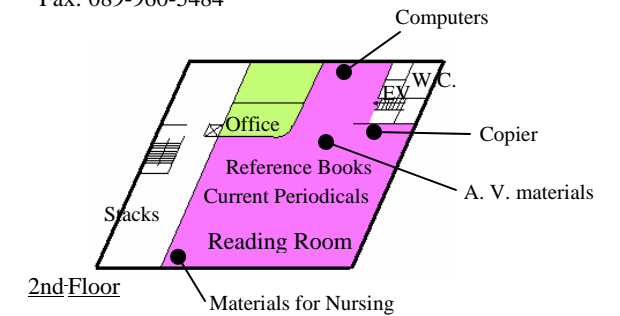


## Medical Library (Shigenobu Campus)

Address: Shitsukawa, Toon, Ehime 791-0295

Tel: 089-960-5480, 5483

Fax: 089-960-5484



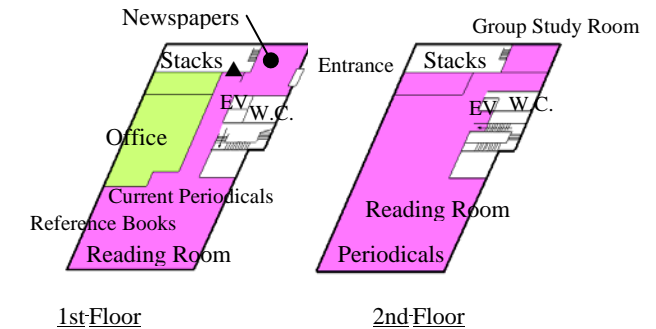
## Agricultural Library (Tarumi Campus)

Address: 5-7, 3-chome, Tarumi, Matsuyama

790-8566

Tel: 089-946-9914

Fax: 089-947-2466



## LIBRARY CARD

When you use the library, a library card is required. The Student ID card serves as a library card. Graduate students need to fill out an application form to register for the first time. Other users should fill out an application form for registration, and the library card will be issued.

## BORROWING BOOKS

Books and other materials should be presented to the Circulation Desk with your library card when you want to borrow.

Division Users	Number of books	Loan period for open-shelf books	Loan period for closed-shelf books	Bound Periodicals		Audio-visual materials
				Number	Loan period	
Faculty and Staff	5	21 days (Medical Library :14 days)	30 days	5	3 days	Not for loan
Students						
Former Faculty and Staff			21 days (Medical Library :14 days)			
Graduates						
External users	3			Not for loan		

## RETURNING BOOKS

Books and other materials must be returned to the Circulation Desk. When the library is closed, they can be left in the book-return box at the entrance. If you fail to return books by the due date, you will be deprived of the privilege of borrowing books for the period of overdue days.

## RESERVING BOOKS

If the book you want to borrow is out on loan, inquire at the Circulation Desk. The book will be reserved for you when it is returned.

## PHOTOCOPYING

Photocopying is permitted within the limits of the Copyright Law.

- materials owned by the library
- for user's investigation or research only
- a part of a work already made public
- one copy per user

Please fill out an application form for copies.

## REFERENCE SERVICE

The staff will assist as follows:

- guidance in use of the library and library materials
- literature searching
- providing material related to topics of investigation
- information retrieval from secondary sources

## HOW TO FIND MATERIALS

### ①OPAC (Online Public Access Catalog)

Materials acquired after April 1988 can be searched by computer.



### ②Card Catalog

Some materials acquired before March 1988 also are on the OPAC, but you should search both online and by card catalog.

## ARRANGEMENT OF MATERIALS

Books are classified and arranged by the Nippon Decimal Classification (NDC) system. Journals are arranged alphabetically, according to titles. Bulletins and governmental publications are arranged in alphabetical order by institutions' names. Audio-visual materials, microforms, and CD-ROMs are shelved in a different locations.

## HOW TO USE OTHER LIBRARIES

### ①Inter-Library Loan

Materials not held by the library can be borrowed or photocopies obtained from other libraries. Please apply to the Reference Services Section or Library Services Section.

### ②How to use other university libraries

It is necessary for you to bring a letter of introduction when you use other university libraries. Please apply to the Reference Services Section or Library Services Section. You can use affiliated university libraries in Ehime and national university libraries in the Chugoku, Shikoku and Kyushu districts by showing your ID card. As a rule, staff members and graduate students can use other national university libraries by showing their ID cards. Since conditions of use vary with each institution, please ask the pertinent section in advance.

## HOMEPAGE

The homepage contains information about the library, such as news, library guides, and information about materials. You can use Contents Service, databases for internal users, electronic journals.

