

University Library User Guide

The library is open to visitors who want to access materials that are unavailable at public libraries. If you wish to use the library, please register at the information counter. A student ID, library card, or user registration card is required to enter the library and to browse through library materials. Please bring one of the above documents when visiting the library.

Library Hours: Monday to Friday: 8:30-21:30

No lecture day: 9:00-17:00

Saturday (only during the semester): 9:00-17:00

Closed: Sundays, National Holidays, University Foundation Day, Year-end and New Year's (12/28 to 1/4), Other library holidays may be determined by the University Library. (Please check the Library Calendar)

Borrowing Materials: Please bring the materials you wish to borrow to the information counter along with your student ID (or library user registration card). Number of materials allowed and period for checkout: 2 weeks for general books, 1 week for assigned books and audiovisual materials; maximum 15 items. Periodicals (not usually available for checkout); overnight checkout (excluding the latest issue) 16:30 to 10:40 of the following library working day.

- Materials unavailable for checkout: Materials labeled as “in-library use only” (e.g. videos in the audiovisual corner), reference books, periodicals, newspapers, and academic dissertations.
- Renewal: Unless the material is reserved by another user, checked-out material may be renewed only once. Renewal is not permitted for some assigned books.

Returning Materials: Please return materials at the information counter. When the library is closed, you may return materials in the book-drop at the library entrance. Do not return audiovisual materials via the book-drop.

Reserving Materials: If the materials you desire are currently checked out, you may reserve up to 5 items.

Online Materials: Computers are available to search online journals and databases. Please begin searching from the Library Website (<http://www.u-shizuoka-ken.ac.jp/library/index.html>).

To Visitors: You must be 18 years or older to use the library (high-school students are not permitted).

- Please bring an identification card (e.g. ID card, driver's license, foreigner registration card). For a full list of acceptable documents, please see the list below. You will also have to fill out a “User Application for the University of Shizuoka Library” form at the information counter.
- You may check-out up to 3 general books for 2 weeks. (Renewals are not permitted.)
- Audiovisual materials and other materials specified by the chief librarian are not available for check-out.

Type of ID	Documents to be presented*
Identification card	One of the following: driver's license, health insurance card, student ID, foreigner registration card, or any other identification card issued by a public institution or an organization to which the applicant belongs.
Documents that verify your current address	One of the following: driver's license, health insurance card, student ID, foreigner registration card, or any other identification card issued by a public institution or an organization to which the applicant belongs.
*A photocopy of the document is not acceptable.	

Library Arrangement by Classifications

General Books		Library Classification (by NDC)	Latest Periodicals		Older Periodicals	
Japanese	Foreign Language		Japanese	Foreign Language	Japanese	Foreign Language
1F Reading Room 1F Open Stack Room		0 General Works 1 Philosophy 2 History	1F Reading Room		1F Open Stack Room	3F Open Stack Room
2F Reading Room 2F Open Stack Room		3 Social Sciences 4 Natural Sciences 5 Technology 6 Industry	2F Reading Room		2F Open Stack Room	3F Open Stack Room
1F Reading Room 1F Open Stack Room		7 The Arts 8 Language 9 Literature	1F Reading Room		1F Open Stack Room	3F Open Stack Room