



# USER GUIDE

## Library Hours

	Campus		
	Ichigaya	Tama	Koganei
Monday-Friday	9:00-22:00	9:00-21:00	9:00-21:00
Saturday	9:00-22:00	9:00-18:00	9:00-19:00
Sunday & Public Holidays	10:00-17:00	10:00-17:00	10:00-17:00



<http://www.hosei.ac.jp/library/>

Closed: several days during university festivals and vacations  
 ※Please visit our website for the latest information.

## Borrowing

To check out library materials, please present a valid student ID, faculty/staff ID, or library card at the circulation counter. Some materials cannot be borrowed (e.g. reference books, reserved books, rare collections, current issues of journals, etc.).

Status	★ Item Limit	Loan Period			
		Books		Government Publications	Journals & Bulletins
		Open Stacks	Closed Stacks		
Undergraduate	10	2 weeks	2 weeks	1 week	1 week
Graduate	50		3 months	4 weeks	
Part-time Lecturer			6 months	4 weeks	
Full-time Faculty & Staff	100				

★ Item limit of Open stacks is 10 regardless of user status.

## Searching for Materials

### Searching for Materials held in Hosei University Library (OPAC)

You can search for details of materials held in campus libraries using Hosei University Library Catalog (OPAC). OPAC can be accessed using dedicated OPAC terminals located in the library or via the Library website.

- 1 You can search by Title, Author, Free word, etc. using the Local Database.
- 2 Check the "Location" by the details.
- 3 Take notes of "Location" and "Call No."
- 4 Search a bookshelf.

### Searching articles (E-Database)

Users can access a variety of e-databases (e.g., academic articles, newspapers, dictionaries and reference works, as well as other online tools).

Please log in from the library website. An ID and Password are required for use.

## If the material is not available in Hosei University.....

If we don't have the materials that you want, you can use the **ILL** (Inter Library Loan) service at the Reference Counter.

Type of service: Request a copy; loan book(s); visit other library (with a letter of introduction).

If you have any questions, please feel free to ask at the Reference Counter.

## Yamanote Line Private University Library Consortium

Users can access the following seven university libraries without a letter of introduction.

Available for:

Graduate and undergraduate (including correspondence course students and auditing non-degree students), full-time faculty and staff, and part-time lecturers

Partner Universities:

Aoyama Gakuin University, Gakushuin University, Kokugakuin University, Toyo University, Meiji University, Meiji Gakuin University, Rikkyo University

Required for use: Valid Student ID, faculty/staff ID, Library Card

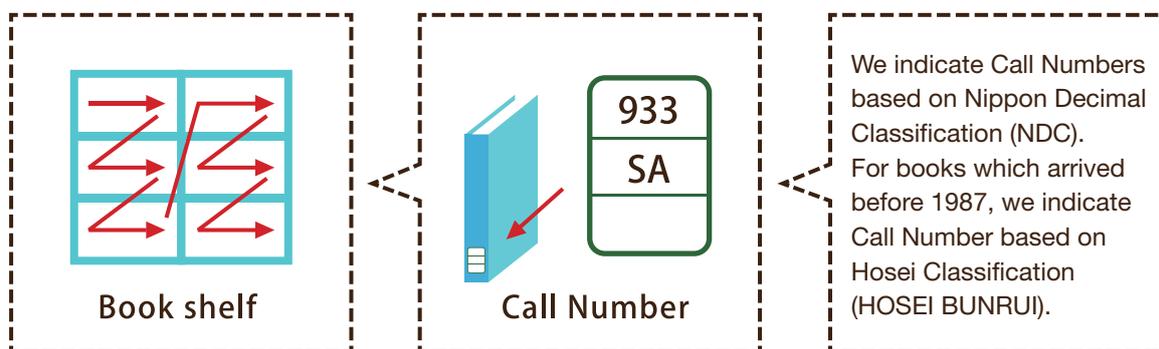
Prior to use, please check the Library Hours and the Terms of Use listed on the website of each participating university.

## Arrangement of Materials

Library Materials are arranged by **Call Numbers** on book shelves.

As for books, we indicate the Call Number on the spine.

The Call Numbers are arranged in numerical and alphabetical orders.

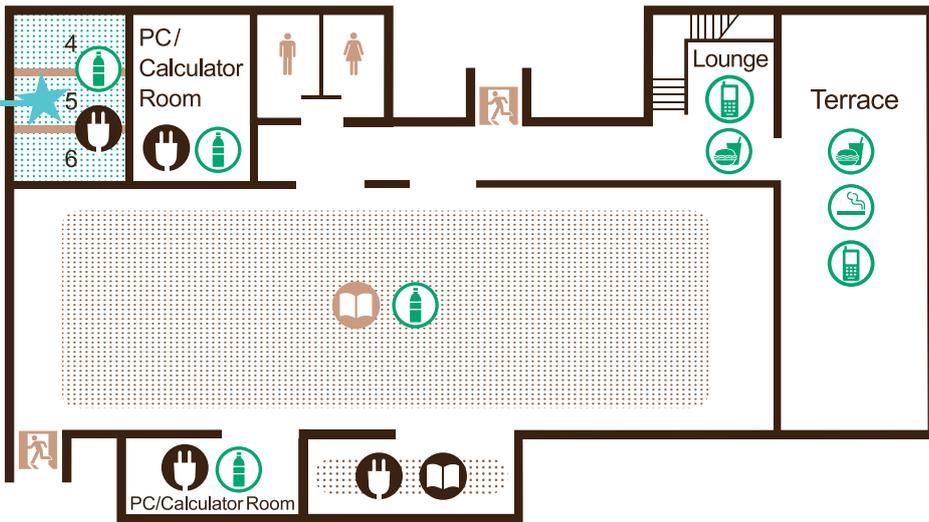


Please feel free to ask any questions  
at the Reference Counter!

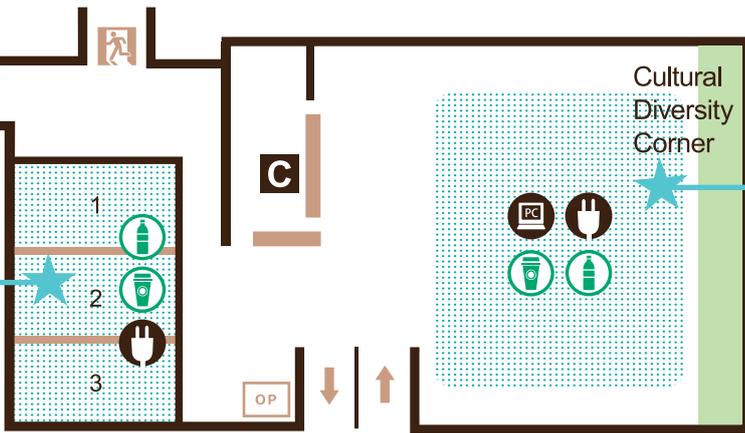
Library staff are happy to provide information on searching for materials on a topic or using electronic resources. We can also explain how to use the Library and give advice on research.







2F



### Learning Commons

This space is for individual and group study. We offer a laptop loan service at the circulation counter. This is also a section called "Cultural Diversity Corner." The section has books for international students.



### Entrance to SHOKO(Stacks) [B2 F-B4 F]

SHOKO (書庫) has materials for research. Please check in and store your bags in a coin locker before entering SHOKO.

#### Permitted

- Screw Top Beverages
- Covered Beverages
- Food & Beverages
- Cell Phone
- Smoking

#### Available Equipment

- Power Outlets
- Computers
- Reading Area
- Audio-Visual Room/Media Library
- Circulation Counter
- Reference Counter
- Emergency Exit
- On-demand Printer
- Photocopy Machine

# FLOOR PLAN ICHIGAYA

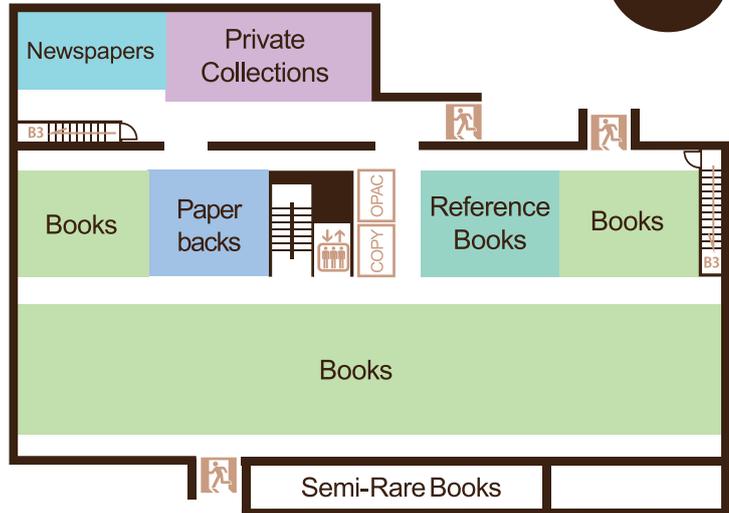
**CLOSED Stacks: SHOKO**

JPN, CHN, KOR Books, Private Collections, Newspapers

**B2F**

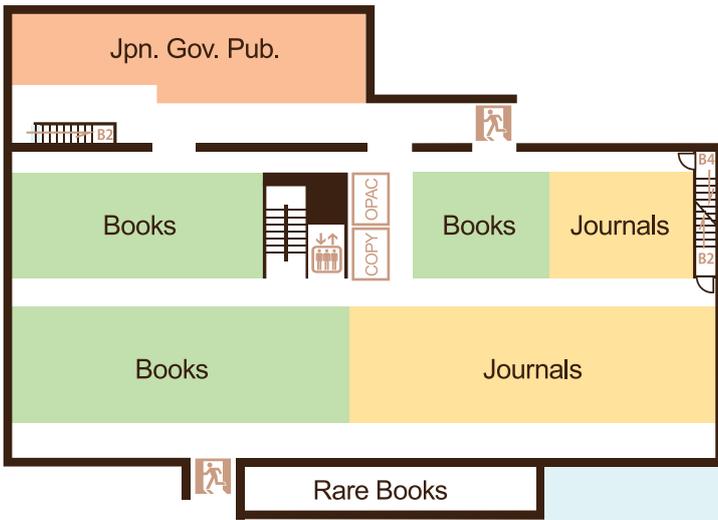
## Private Collections

Materials which were owned by scholars including Miki Kiyoshi. We also have Semi-Rare Book Collections including Watsuji Tetsuro.



**B3F**

JPN, CHN, KOR Books / Journals, Government Publications, Newspapers



## Journals • Newspapers

	Current	Back Numbers
Jpn. Journals	B1F	B3F
W. Journals		B4F
Newspapers		B2F•B3F•B4F

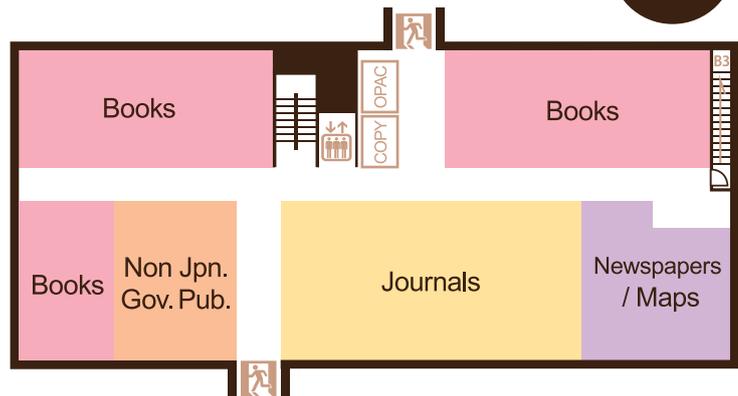
※ If you have any questions, please feel free to ask at the Reference Counter.

Western Books / Journals, Gov. Pub., Newspapers, Maps

**B4F**

## Ichigaya Tamachi Branch

Materials for students of the Faculty Engineering and Design.



# FLOOR PLAN TAMA

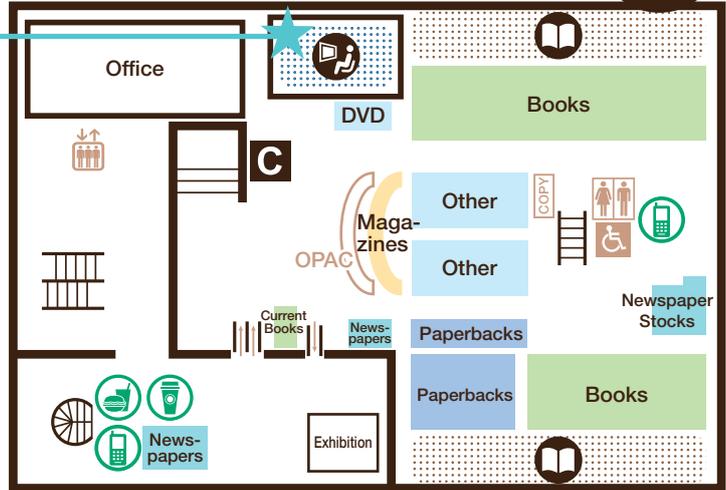
## OPEN Stacks

Books for Study, General Educational Books, Magazines

2F

### Audiovisual Room

Users can watch films, dramas, documentaries, and other productions on DVD and VHS format. The AV Room features a total of 20 booths for use by 1 or 2 people.



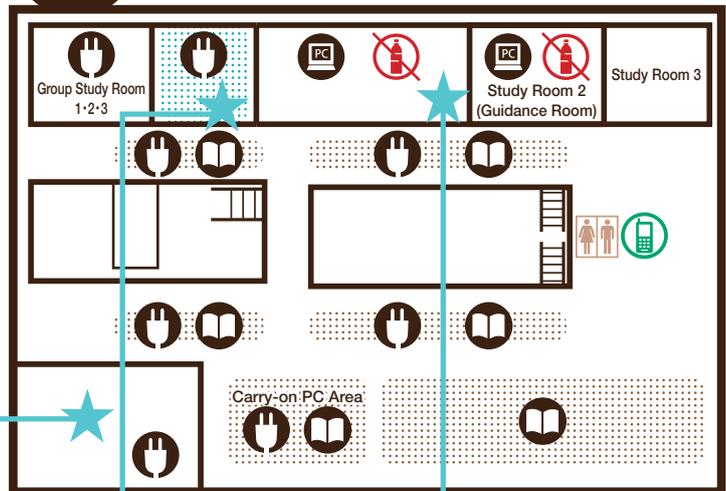
### Creative Room Cultural Diversity Corner

Users can learn or read while relaxing on the sofas or at the counter seating. Conversation is permitted.

There is also a section called "Cultural Diversity Corner". The section has books for international students.



3F



### Learning Commons

This space is for individual and group study. Users can bring their own books and notebook computers to learn as they talk. In the back are three Group Study Rooms equipped with projectors that can be booked using a reservation system.



### Study Room 1 (Open PC Area)

This room serves as a computer lab. As well as 127 desktop computers (including 5 Macs), 30 notebook computers are available for users to sign out for use inside the library.



# FLOOR PLAN TAMA

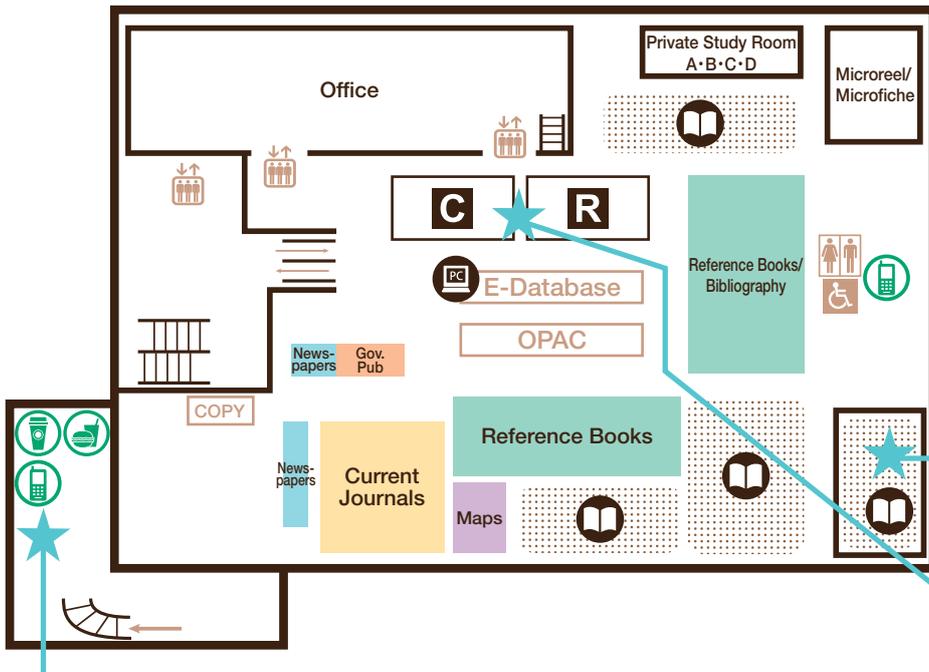
## CLOSED Stacks

Books for Research, Journals, Newspapers

1F



Reference Books, Journals, Newspapers, Government Publications



### Silent Study Room

A room dedicated to silent study. Conversation is forbidden, as is the use of all electronic equipment including notebook computers, calculator, and mobile phones. Ideal for users who wish to concentrate on their studies.

### Entrance to SHOKO(Stacks) [B1F-B2F]

SHOKO has materials for research. Please check in and store your bags in a coin locker before entering SHOKO.

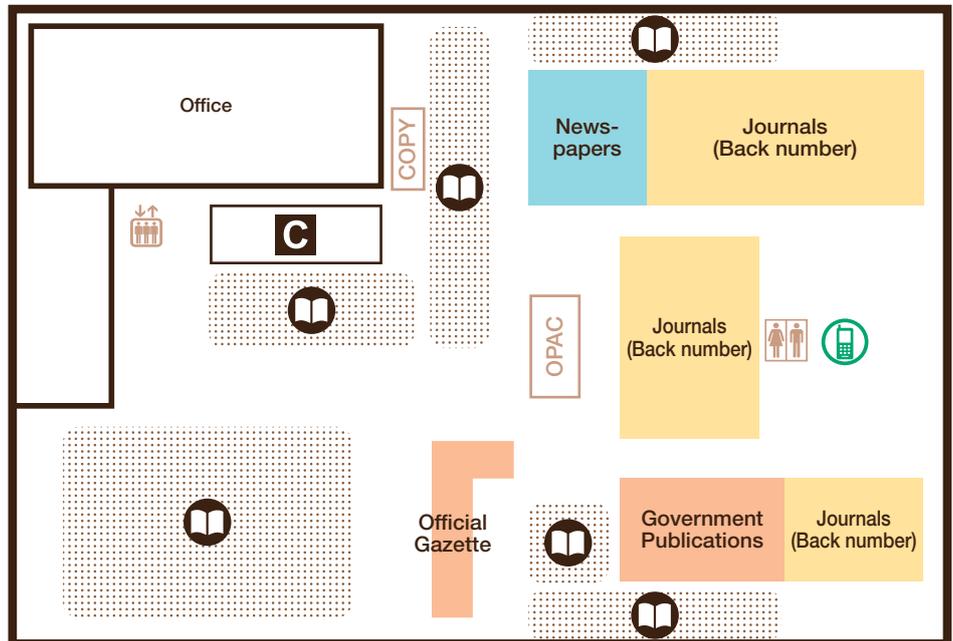
### KOMOREBI Lounge

A lounge space where eating and drinking are permitted. Users can enjoy relaxing on the sofa in the dappled sunlight that filters through the windows. Vending machines are provided where visitors can purchase coffee and other drinks.

4F

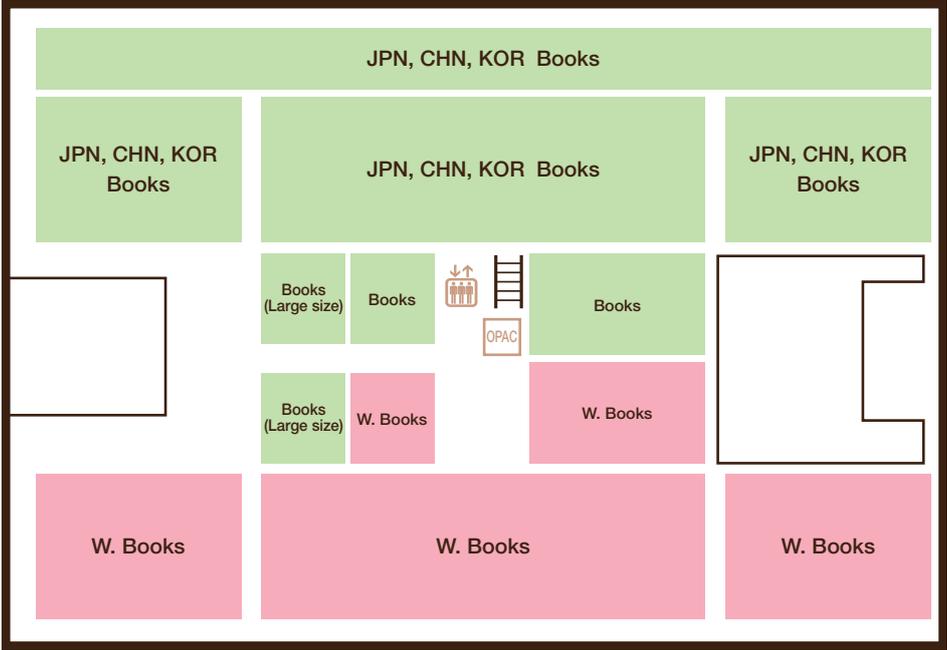


Journals, Newspapers, Government Publications



# B1F

JPN, CHN, KOR, Western Books



## Rare and Semi-rare Books

Rare books: Foreign books mainly published before 1850.  
 Semi-rare books: Magazine First Issue Collection, Master's theses from the Graduate Schools of Economics, Sociology, Social Well-being Studies, and Sports and Health Studies. All materials are for in-library use only and require application for use.



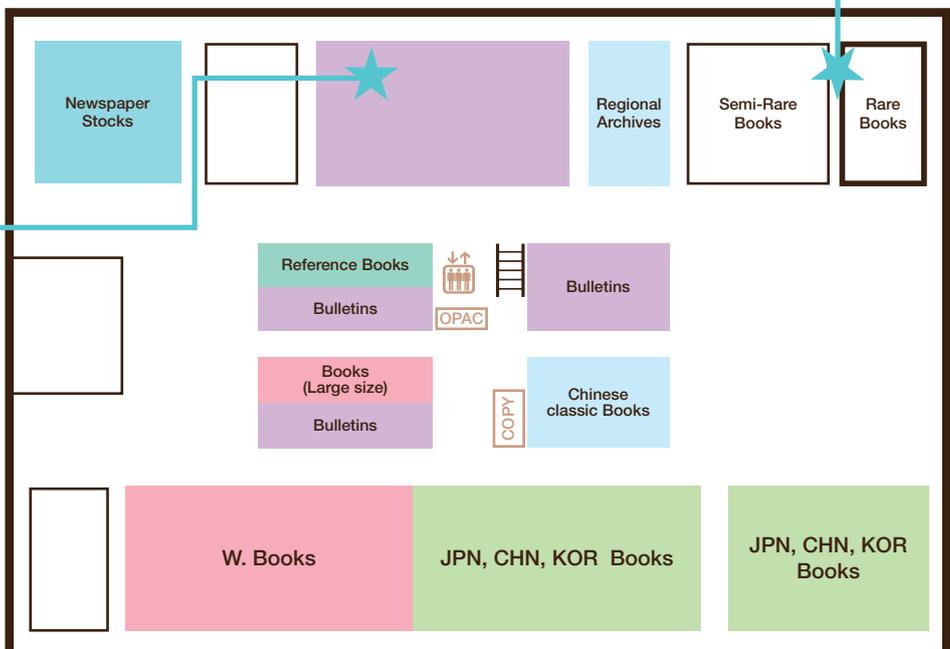
# B2F

JPN, CHN, KOR, Western Books, Bulletins, Private Collections, Rare Books, Semi-Rare Books



### Private Collections

Materials which were owned by scholars. These shelves feature the private libraries of 17 different scholars, including Jun Tosaka, Shigeru Shiraki, and D.V. Glass.



## About SHOKO(Stacks)

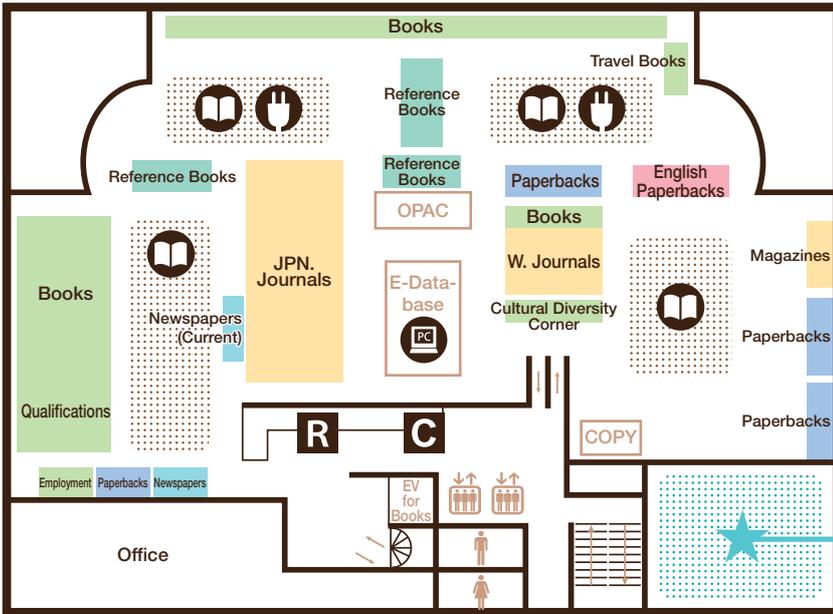
SHOKO features a large number of specialized texts and books for research use. SHOKO users can learn using books and carry out searches using OPAC. A photocopier is also available for use. Although the lights are normally dimmed to minimize damage to the materials, library users are welcome to turn on the lights when searching for materials on the bookshelves. Users wishing to check materials out from SHOKO are asked to do so at the Circulation desk on the First Floor of the library.

# FLOOR PLAN KOGANEI

## OPEN Stacks

Books for Study, General Educational Books, Journals, Magazines

1F



### Learning Commons

The Learning Commons supports active group-based learning. Presentation equipment is permanently installed.



3F



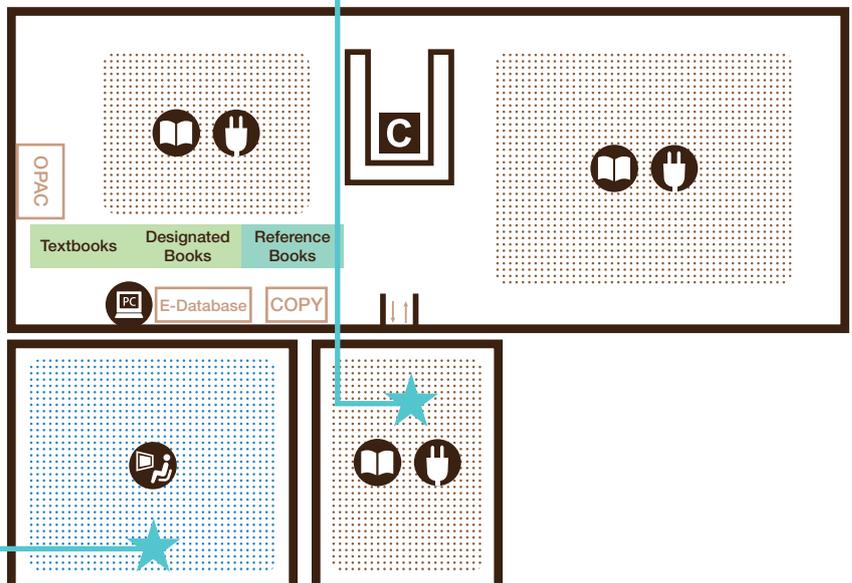
### Study Room

Offers a quiet and calm environment.



### Media Library

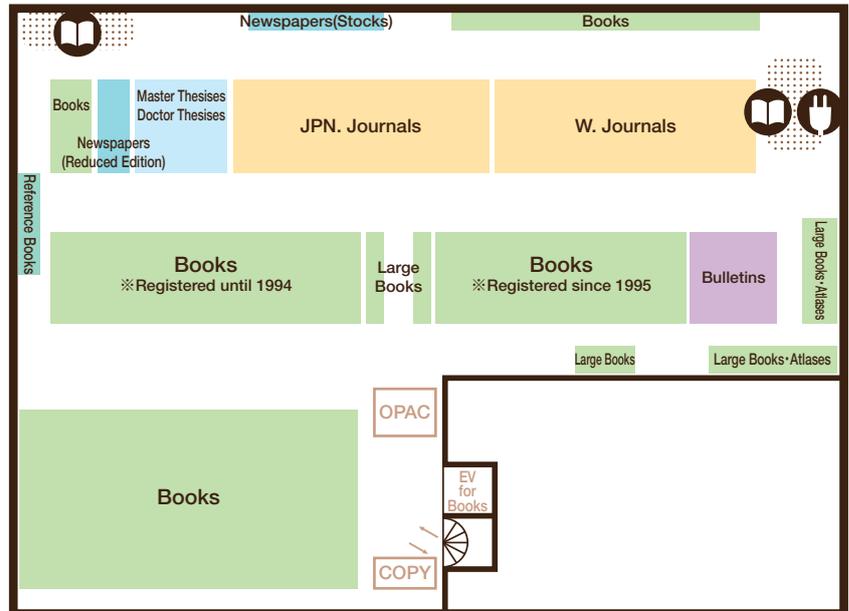
Offers a range of DVDs for classroom use, including materials for teaching media and foreign languages, educational and scientific programs, films, and dramatic productions.



## CLOSED Stacks

Books for Research, Journals, Newspapers

**B1F**



## Photocopy Machines

You can use photocopy machines for the materials in the library. There are two types of machines: coin-operated and prepaid copy card operated. Prepaid cards can be purchased in campus. Copies of the materials in the library can be made only in accordance with the provisions of the Copyright Law.

When making photocopies, please complete and submit a Library Photocopier Usage Application Form.

### Be sure to observe the following regulations:

1. Only up to half of any book can be copied.
2. Multiple copies of the same material are prohibited.
3. Copying of an article in the latest issue of a periodical is prohibited.
4. The purpose of any copying has to be limited to research and studies.
5. Re-copying and distribution are prohibited.

## 学生選書 (Books Selected by Library Supporters)



We have books called “学生選書 (GAKUSEISENSHO)” which are selected by **Library Supporters**.

Library Supporters are student volunteers. They help to make the library more attractive from the students' point of view.

(Excluding Koganei Library)

## Cultural Diversity Corner

We have **Cultural Diversity Corners** on 3 campuses. There are materials about Understanding of Cultural Diversity, Communication, Japanese Language Education and Teaching, Learning the Japanese Language.

# Attention!

- Use library materials and equipment carefully.
- Please follow instructions and keep quiet in the library.
- When you use a computer, protect your own personal information by yourself
- Take responsibility for your belongings. Please carry your valuables with you at all times.
- Eating, drinking, smoking, computer and cellphone usage are permitted only in designated areas.
- No photography is allowed in our library.

## 日本十進分類法 (Nippon Decimal Classification)

<b>000 総記</b>	<b>General works</b>	<b>500 技術・工業</b>	<b>Technology, Engineering</b>
010 図書館	Libraries	510 建設工学・土木工学	Construction, Civil engineering
020 図書・書誌学	Books, Bibliography	519 公害・環境工学	Pollution, Environmental engineering
030 百科事典	General encyclopedias	520 建築学	Architecture, Building
040 一般論文・講演集	General collected essays	530 機械工学	Mechanical engineering
050 逐次刊行物	General serial publications	540 電気工学	Electrical engineering
060 団体:学会・協会・会議	General societies	550 海洋工学・船舶工学	Maritime engineering
070 ジャーナリズム・新聞	Journalism, Newspapers	560 金属工学・鉱山工学	Metal and mining engineering
080 叢書・全集	General collections	570 化学工業	Chemical technology
		580 製造工学	Manufactures
		590 家政学・生活科学	Domestic arts and sciences
<b>100 哲学</b>	<b>Philosophy</b>	<b>600 産業</b>	<b>Industry and commerce</b>
110 哲学各論	Special treatises on philosophy	610 農業	Agriculture
120 東洋思想	Oriental thought	620 園芸	Horticulture
130 西洋哲学	Western philosophy	630 蚕糸業	Sericulture, Silk industry
140 心理学	Psychology	640 畜産業	Animal husbandry
150 倫理学	Ethics	650 林業	Forestry
160 宗教	Religion	660 水産業	Fishing industry, Fisheries
170 神道	Shinto	670 商業	Commerce
180 仏教	Buddhism	680 運輸・交通	Transportation services
190 キリスト教	Christianity	690 通信事業	Communication services
<b>200 歴史</b>	<b>General history</b>	<b>700 芸術</b>	<b>The arts</b>
210 日本史	History of Japan	710 彫刻	Sculpture, Plastic arts
220 アジア史・東洋史	History of Asia	720 絵画	Painting, Pictorial arts
230 ヨーロッパ史・西洋史	History of Europe	730 版画	Engraving
240 アフリカの歴史	History of Africa	740 写真	Photography and photographs
250 北アメリカの歴史	History of North America	750 工芸	Industrial arts
260 南アメリカの歴史	History of South America	760 音楽	Music
270 オセアニア・南太平洋の歴史	History of Oceania, Polar regions	770 演劇	Theater
280 伝記	Biography	780 スポーツ・体育	Sports and physical training
290 地理・紀行	Geography, Description and travel	790 諸芸・娯楽	Accomplishments and amusements
<b>300 社会科学</b>	<b>Social sciences</b>	<b>800 言語</b>	<b>Language</b>
310 政治	Political science	810 日本語	Japanese
320 法律	Law	820 中国語	Chinese
330 経済	Economics	830 英語	English
340 財政	Public finance	840 ドイツ語	German
350 統計	Statistics	850 フランス語	French
360 社会	Society	860 スペイン語	Spanish
370 教育	Education	870 イタリア語	Italian
380 民俗学	Folklore	880 ロシア語	Russian
390 国防・軍事	National defence, Military science	890 その他の諸言語	Other languages
<b>400 自然科学</b>	<b>Natural science</b>	<b>900 文学</b>	<b>Literature</b>
410 数学	Mathematics	910 日本文学	Japanese literature
420 物理学	Physics	920 中国文学	Chinese literature
430 化学	Chemistry	930 英米文学	English and American literature
440 天文学	Astronomy	940 ドイツ文学	German literature
450 地球科学・地学・地質学	Earth sciences	950 フランス文学	French literature
460 生物科学・一般生物学	Biology	960 スペイン・ラテンアメリカ文学	Spanish, Latin American literature
470 植物学	Botany	970 イタリア文学	Italian literature
480 動物学	Zoology	980 ロシア文学	Russian literature
490 医学・薬学	Medical sciences	990 その他の諸国文学	Literature of other languages

## Hosei University Library

<http://www.hosei.ac.jp/library>

Ichigaya: 2-17-1 Fujimi, Chiyoda-ku, Tokyo 102-8160

TEL: 03-3264-9514

Tama: 4342 Aihara-machi, Machida-shi, Tokyo 194-0298

TEL: 042-783-2274

Koganei: 3-7-2 Kajino-cho, Koganei-shi, Tokyo 184-8584

TEL: 042-387-6066