

GUIDANCE FOR THE USE OF THE LIBRARY

The purpose of the library is to facilitate self-study rather than to teach directly.



Library Opening Hours

Weekdays: 8:50am-8:00pm

Saturday: 8:50am-6:00pm

The library is closed on Sundays, national holidays, New Year's Eve and New Year's Day, and University memorial day (November 21)

Tsurumi University Library

2-1-3, Tsurumi, Tsurumi-ku, Yokohama

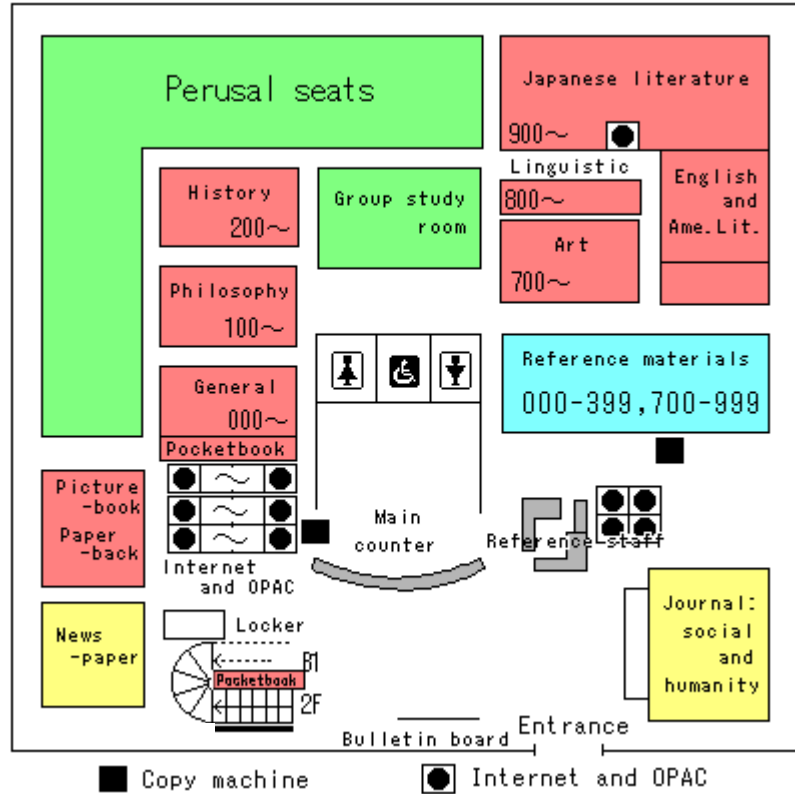
Telephone: 045-580-8274 (direct call)

<http://library.tsurumi-u.ac.jp/library/>

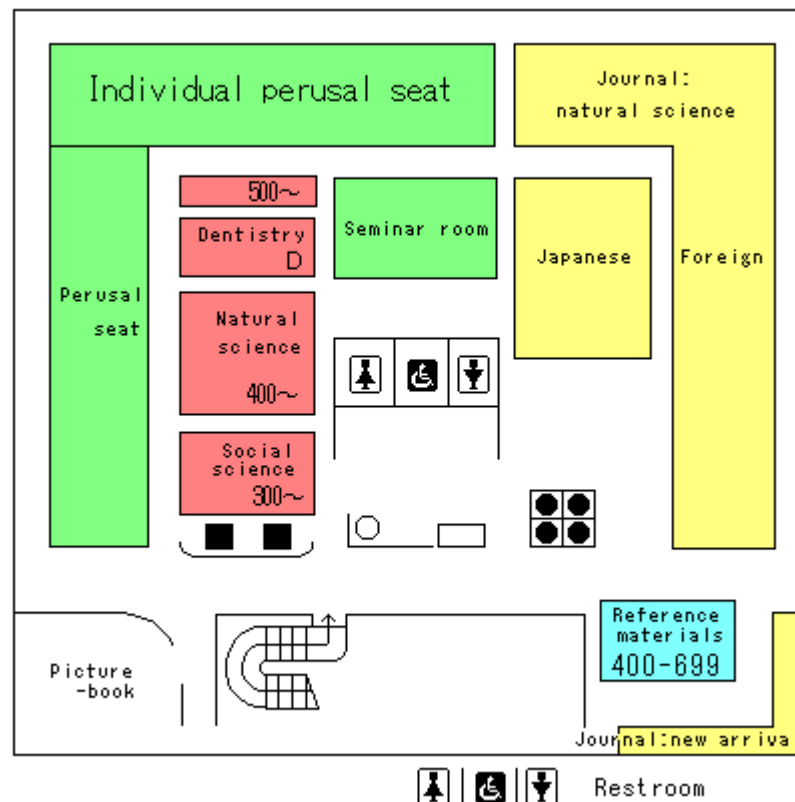
1. Entrance procedure

There is no special entrance procedure and books, bags, etc. may be brought in. Lockers are available on the first floor, as are general magazines and daily newspapers.

1) First floor



2) Second floor



2. How to look for materials

1) Directly from the shelves

Materials on the shelves of the reading rooms are freely available.

2) By using the catalogs

There are about 800,000 books and 13,000 periodicals available in the library. The accession reference is needed in order to locate an item within the library.

a. OPAC

An item can be searched by title, author, keyword, classification number, etc., and its place within the library is displayed on the screen.

Please use the OPAC guidance system where possible.

b. Stack

Specially valuable books and books in the basement, as are back numbers of journals of social science and other humanities' subjects. Please apply for such materials at the library counter.



3. Borrowing and returning library materials

While no special procedures are necessary for using books and journals within the library, staff and students need their university ID cards for borrowing library materials.



1) Borrowing

a. Numbers of books which can be borrowed and for how long

Maximum loan periods and numbers of books that can be borrowed

Student category	volumes	loan period
Students	4	two weeks
department-of-literature fourth grader	10	one month
Graduate students	10	one month
Faculty and staff	30	one month
Library science students	3	one week
Alumni	3	one month

b. Borrowing

Students and staff should take library books and ID cards to the main counter for withdrawal.

c. Reference materials

Various materials including reference books, micro-fiches, newspapers, and valuable books are not available for outside loan.

d. Extending the loan period

In order to extend the loan period borrowers should present the books together with their ID cards at the main counter for updating.

e. Reserving materials

Books out on loan can be reserved and a notice will be sent out on their return.

2) Returning books and other materials



Entrance hall and main counter

a. Procedure for returning books

Please return books to the main counter of the first floor, or, after closing hours, to the book mailbox outside the entrance.

b. Late returns

If books are overdue the borrower's name will be posted up. This will be followed by a postcard to the borrower. If the books are still not returned further borrowing will not be permitted until the books are accounted for.

3) Please observe the following:

Please treat library materials carefully.

When in the library speak only in a quiet voice.

If your umbrella is wet, please put it in one of the plastic sheaths provided.

Remember to keep your valuables with you when you leave your seat.

Smoking, eating and the use of cell phones inside the library is not permitted.

4. Library services

1) Reference services

Librarians are able to aid research by accessing a variety of Internet-based databases. Please consult staff on the first floor regarding social science and other humanities topics, and staff on the second floor for dental and other science-related topics. Workshops to help students learn basic research skills and specific database searching are offered regularly throughout the semester.

a. Reference materials

Dictionaries, atlases, indexes, etc., are in the reference books corner on the first and second floors.

b. Interlibrary loan

Books can also be borrowed from other libraries, and photocopies of journal articles can also be obtained. Alternatively, visits to other libraries to peruse the materials can be arranged. In either case any expenses must be borne by the researcher rather than the library. Please ask the reference staff for help with such matters.

2) Group study room, first floor

Please feel free to use this room.

3) Seminar room, second floor

This room is intended for seminars, rather than individual use. Please apply to the main counter.

4) Library homepage, Japanese only

The library opening hours and events, an introduction to the database, and information on new accessions can be viewed at the homepage.

The screenshot shows the homepage of the Tsurumi University Library. At the top, it says '鶴見大学 図書館' (Tsurumi University Library) and '最新情報' (Latest Information). Below this, there are several news items and announcements, including a notice about the library's website being updated and a notice about a book exhibition. The page also features a navigation menu with links to various services and resources, such as '利用案内' (Usage Guide), 'Web版図書紹介' (Web Library Introduction), and '資料検索' (Resource Search). At the bottom, there are links to external services like Yahoo!, Google, and OCLC, as well as information about the library's location and contact details.

5) Photocopying services

Coin/card operated photocopy machine are available in the reading room for the copying of library materials for study and research purposes only. (The copying of personal notes is not allowed in the library - please use a convenience store). The Copyright Act allows only one set of copies for each person.

6) AV services

The audiovisual center, located on the first floor of the basement of the library, holds DVDs, laser discs, VHS videos, etc..

AV center opening hours
Monday-Friday 10:00-18:30
(Closed during the Spring and Summer vacations)



5. Nippon Decimal Classification (N.D.C) 9th ed.

000 General works	500 Engineering. Technology
010 Libraries. Library science	510 Civil engineering
020 Books. Bibliography	520 Architecture. Building
030 General encyclopedias	530 Mechanical engineering
040 General collected essays	540 Electrical engineering
050 Serials. Periodicals	550 Naval engineering
060 General societies. Academies. Corporate bodies.	560 Mining and metallurgy
070 Newspapers. Journalism	570 Chemical technology
080 Collected works.	580 Manufactures
090 Complete works	590 Domestic science
100 Philosophy in general	600 Industry
110 Special treatises on philosophy	610 Agriculture
120 Oriental thought	620 Horticulture
130 Western philosophy	630 Sericulture. Silk industry
140 Psychology	640 Animal husbandry. Animal industries
150 Ethics. Morals	650 Forestry
160 Religion	660 Fisheries. Marine product industries
170 Shintoism	670 Commerce
180 Buddhism	680 Transportation services
190 Christianity	690 Communication services
200 History in general	700 The arts including fine arts
210 Japanese history	710 Sculpture and plastic arts
220 Asian history	720 Painting and pictorial arts
230 European history	730 Engraving and prints
240 African history	740 Photography
250 North American history	750 Industrial arts, and arts and crafts
260 South American history	760 Music
270 Oceanian history	770 Theater and dramatic arts
280 Biography	780 Sports and physical training
290 Geography	790 Indoor games and amusements
300 Social sciences in general	800 Linguistics. Science of language
310 Political science	810 Japanese
320 Law	820 Chinese
330 Economics	830 English
340 Public finance	840 German
350 Statistics	850 French
360 Sociology. Social problems	860 Spanish
370 Education	870 Italian
380 Manners and customs. Folklore	880 Russian
390 National defence. Military science	890 Other languages
400 Natural sciences	900 Literature in general
410 Mathematics	910 Japanese literature
420 Physics	920 Chinese literature
430 Chemistry	930 English and American literature
440 Astronomy	940 German literature
450 Earth sciences. Geology	950 French literature
460 Biology	960 Spanish literature
470 Botany	970 Italian literature
480 Zoology	980 Russian literature
490 Medical sciences	990 Literatures of other languages

Library classification numbers according to topic

For further details please ask the library staff.

Dentistry : D Picture-book : J Local materials : K American literature : A930