

# How to use the library



広島大学図書館  
Hiroshima University Library

# 2.1. Borrowing and returning materials

Your **student ID** is required to borrow materials.



Student ID

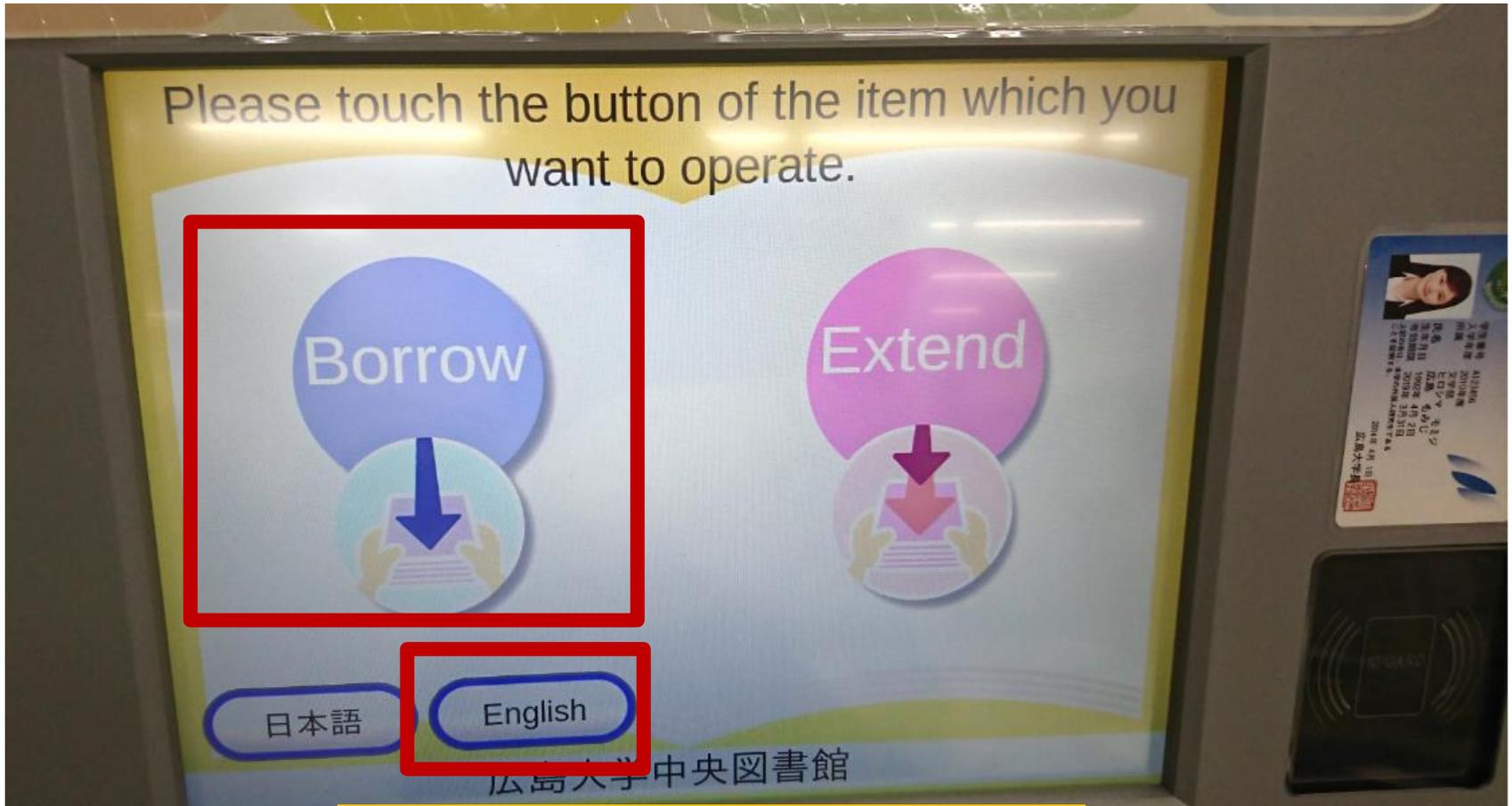


Items you would like to borrow

Number of items and loan period **Please request East Library materials through the library website.**

	Books	Journals*	AV materials
Number	10 from each library	5 from each library	3 from each library
Period	3 weeks	1 day (No overnight loan)	1 week
Checkout Methods	Counter Self-checkout machine	Counter only	Counter only
Return Methods	Counter Book drop	Counter only	Counter only

# Borrowing Books by using a Self-checkout machine



① Touch "Borrow"

# Borrowing Books



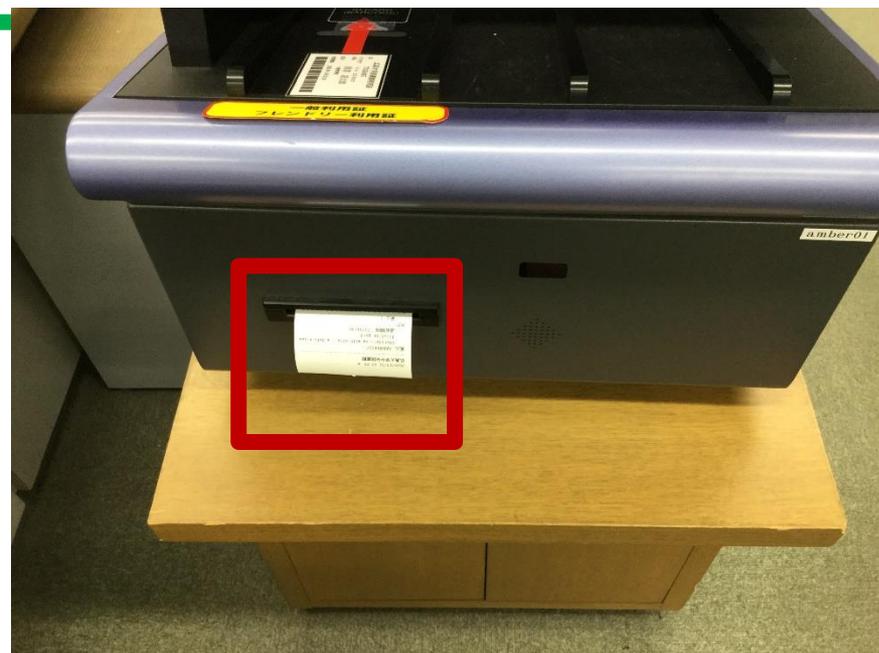
② Hold your student ID



③ Place the book

Place the book with the bar code facing up. The point is to attach the corners exactly!

# Borrowing Books



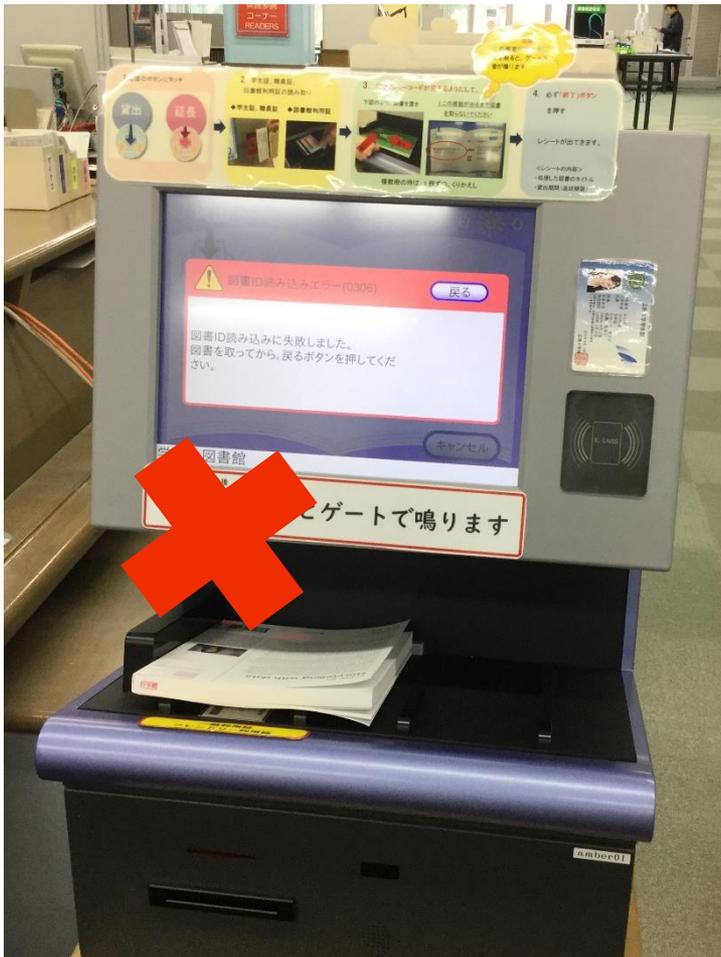
## ④ Touch “finish”

You can also scan the bar code of the next book.

## ⑤ Take a receipt

The receipt has the return deadline.

# Unacceptable Examples of book placement



Let's put the book with the "library barcode" on the left.

# Returning Books

- Books can be returned to the **Central, West, Kasumi, and Higashi-Senda Libraries**. (You can return to your nearest library)
- During open hours: Return items to the counter.



Please place items on the counter.  
Please ask staff if you have any questions.

# Returning Books

- When the library is closed, please return the books to the book drop.

Note: The following items cannot be returned via book drop: magazines, audiovisual materials, and books borrowed from other institutions' libraries.



# Overdue, Renewal, and Reservation

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- **Overdue penalty**

**You cannot borrow books newly if you hold overdue books.**  
Furthermore, **even after the books are returned, borrowing will be suspended for a period of time corresponding to the number of overdue days.**

- **Renewing books (Extension of the loan period)**

You can renew a book (extend the loan period) as long as the procedure is taken before the due date and no reservations have been made by other users. (Up to 2 times)

- **Reservation of books on loan**

If a book you want to borrow is out on loan, you can reserve it through the OPAC. We will email you when the book is returned.<sup>25</sup>

# 2.2 Library website

<https://www.lib.hiroshima-u.ac.jp/?lang=english>

You can access various library services from the library website.

The screenshot shows the Hiroshima University Library website interface. At the top left is the logo and name "広島大学図書館 Hiroshima University Library". To its right is a search bar labeled "サイト内検索/Site Search". A navigation menu includes "Guide", "Search Holdings", "Databases", "Collections", "Guidance・Reference", "About Us", and "Contact Us".

Callout (1) User Menu (red box) lists: Your Library Record, InterLibrary Copy Request, InterLibrary Loan Request, New Purchase Request, Alert, Bookmark, My Search, Review History, and Tag History.

Callout (2) Service Menu (blue box) points to the "Service Menu" link in the navigation bar, with text: "Introduction to various library services, links to databases and e-journals, user manuals, application acceptance, etc."

Callout (3) OPAC [Online Public Access Catalog] (orange box) points to the search area, with text: "Online catalog of materials held by Hiroshima University". Below it is a search bar with "Search the library catalog." and a "Search" button. At the bottom of this section are links: "Search by Classification | Journals Title List | Newly Arrived | Borrowed Ranking | Review List | Search Tags".

Callout (4) Library Calendar (purple box) points to the "CALENDAR" icon, with text: "Monthly schedule for each library is also available." To the right is a table for "2025/01/31(FRI)" showing opening hours for Central, East, West, Kasumi, and Higashi-Senda libraries.

Other visible content includes a banner for "2025.Jan.issue" with "Check it out now!" and "HULi" logo, and a section for "A glance of our Library's Art Classics of the Month 'Chishinshu'" with "END", "CLIP", and "CALENDAR" icons.

## User Menu

- Your Library Record
- InterLibrary Copy Request
- InterLibrary Loan Request
- New Purchase Request
- Alert
- Bookmark
- My Search
- Review History
- Tag History

## (2) Service Menu

Introduction to various library services, links to databases and e-journals, user manuals, application acceptance, etc.

## (4) Library Calendar

Monthly schedule for each library is also available.

2025/01/31(FRI)

Library	Opening Hours
Central	08:30-22:00
East	08:30-21:00
West	08:30-20:00
Kasumi	08:30-21:00
Higashi-Senda	08:30-22:00

Monthly

## (1) User Menu

Personal services (Login required)

## (3) OPAC [Online Public Access Catalog]

Online catalog of materials held by Hiroshima University

Search the library catalog.



Search by Classification | Journals Title List | Newly Arrived | Borrowed Ranking | Review List | Search Tags

# Renewing the loan period on the website

(1)

Search Holdings

User Menu

- Your Library Record
- InterLibrary Copy Request
- InterLibrary Loan Request
- New Purchase Request
- Alert
- Bookmark
- My Search
- Review History
- Tag History

No.	Status	Borrowing Lib	Due
1	<input checked="" type="checkbox"/>	Higashi-Hiros hima (Centra l)	201 /10
2	<input checked="" type="checkbox"/>	Higashi-Hiros hima (Centra l)	/10
3	<input type="checkbox"/>	Higashi-Hiros hima (Centra l)	2019/11 2019/10/11 /10
4	<input type="checkbox"/>	Higashi-Hiros hima (Centra l)	2019/11 2019/10/11 /10
5	<input type="checkbox"/>	Higashi-Hiros hima (Centra l)	2019/11 2019/10/11 /10

Extend the due date.  
The following books were updated successfully.

No.	Status	Borrowing Lib	Due Date	Borrowin
1		Higashi-Hiros hima (West	2021/03 /18	202 /12

Renew

RefWorks

EndNote

If you see the new due date, the renewal process is successful.

\* Books that have been reserved by other users or that have passed the due date cannot be renewed.

# Book reservation

HoldingsList 1-8 of about 8

Click a location to display details.

All ▾ 10 Items ▾

No.	Volumes	Campus	Location	Collection	Call No	Material ID	Status	Due Date	Reservati on
0001		Higashi-Hiroshima (Central)	<a href="#">Central Library 2F</a>		<a href="#">810.7/Ko-98/5</a>	0100535706	Loaned out	2020/5/14	<input type="button" value="Reserve"/>
0002		Higashi-Hiroshima (Central)	<a href="#">Central Library Stack / Books</a>		<a href="#">810.7/Ko-98/5</a>	2000448657	Loaned out	2020/5/16	0 items <input type="button" value="Reserve"/>

From 2.2(3) OPAC search you can make a reservation for a book out on loan

## 2.3 Other services:

### (1) Photocopying materials

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You can photocopy materials using the photocopy machine in the library within the Copyright Act. Please fill out the **photocopy application form** to use the service.

We accept cash and MYple (Co-op electronic money).

**Attention!**

The photocopy machine in the library is **for copying library materials only**.

- **One copy per user**
- **For research purposes**
- **Only a part of works**

Copying not meeting the above conditions is not allowed.

# Topics: Copyright Act In Japan

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(Reproduction in Libraries and Similar Facilities; Related Matters)

- Article 31 (1) In the following cases and as part of non-commercial undertakings at the National Diet Library or at a library or other facility specified by Cabinet Order whose purpose is to offer books, records, and other materials for the public to use (hereinafter referred to as a "library, etc." in this paragraph and paragraph (3)), **it is permissible for a person to reproduce a work from a book, record, or other material of the library, etc. (hereinafter referred to in this Article as a "library material"):**
  - (i) when providing **a single user** of the library, etc. with **a single copy of a part of a work that has been made public** (or the whole of a work that has been made public, if it is an individual work that has been printed in a periodical and a considerable period of time has elapsed since its publication) **in response to the user's request and for the purpose of the user's research or studies;**

[cf. Copyright Law e-Gov Law Search](#)

# Copyright Act: So what?

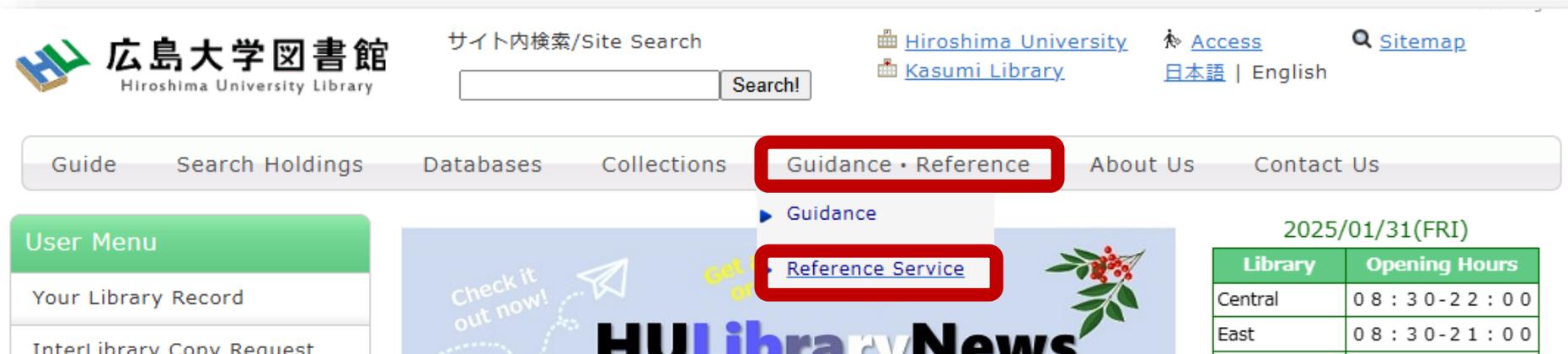
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Material type	Copyable range
<b>Journal articles</b> (after the next issue of the journal is published or 3 months after publishing)	<b><u>the whole of the article</u></b>
<b>Books</b> written by a <b>single author or a group</b>	Up to <b><u>half of a book</u></b>
<b>Books</b> written by <b>multiple authors</b>	Up to <b>half of each article with the author's name.</b>

## (2) Reference service

The library staff help you to search and look for materials you need.

Please ask us at the counter of each library or through the [Reference Request Form](#) on our website.



The screenshot shows the Hiroshima University Library website. The header includes the library logo, name in Japanese and English, a site search box, and links to Hiroshima University, Kasumi Library, Access, and Sitemap. The main navigation menu has items: Guide, Search Holdings, Databases, Collections, **Guidance • Reference**, About Us, and Contact Us. A dropdown menu under 'Guidance • Reference' shows 'Guidance' and **Reference Service**. A 'User Menu' on the left lists 'Your Library Record' and 'InterLibrary Copy Request'. A banner for 'HUI Library News' is visible. On the right, there is a table for opening hours for 2025/01/31 (FRI).

2025/01/31(FRI)	
Library	Opening Hours
Central	08:30-22:00
East	08:30-21:00