

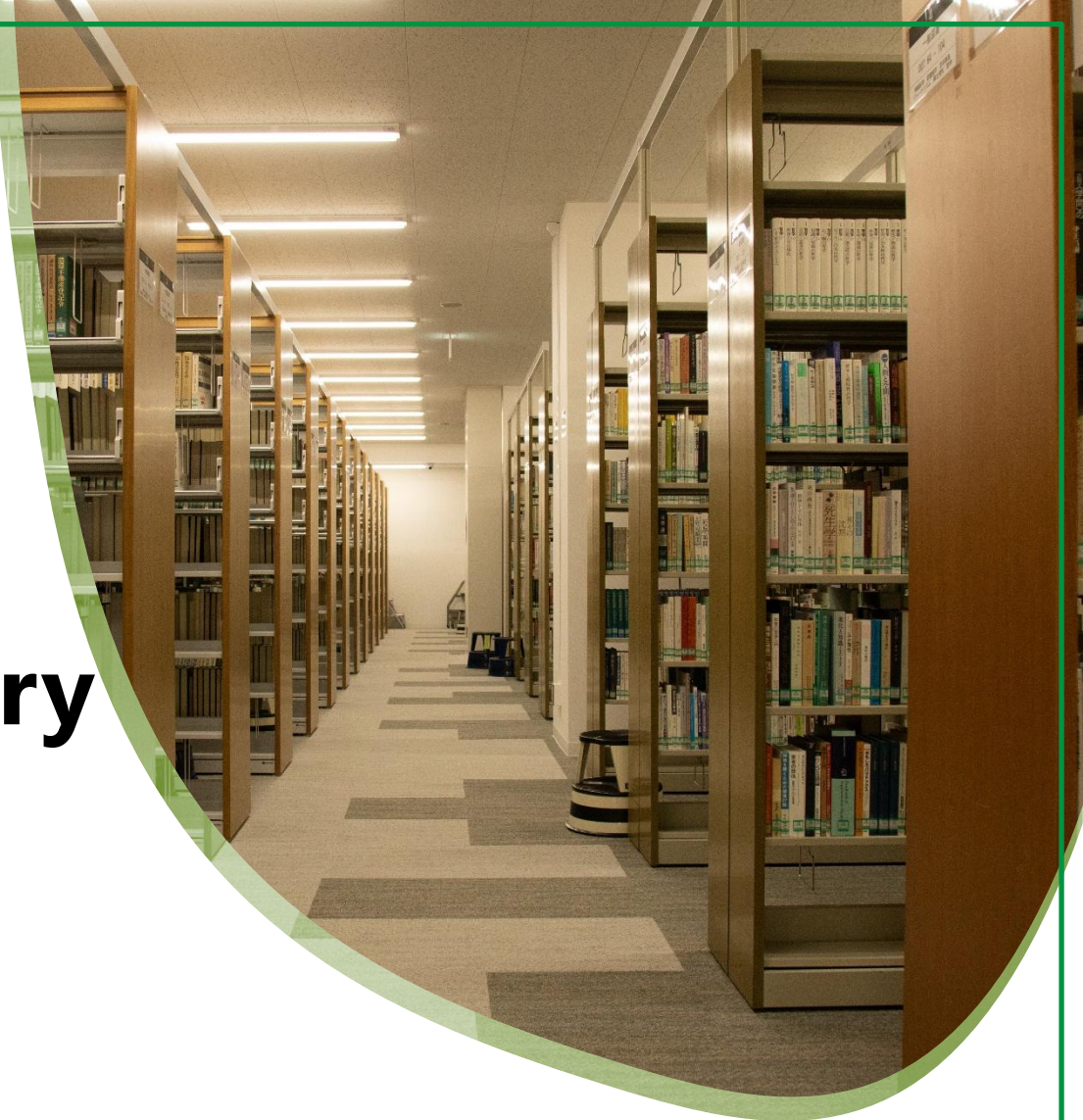
2025 Autumn Orientation Program

Library Orientation Video ②

How to use library

- Number of Items and Loan Period
- Instructions for Using the Self-Checkout Machine
- Returning Materials
- Overdue, Reservations, and Renewals
- Copier and Printer Usage

Produced by : Hiroshima University Library



広島大学図書館
Hiroshima University Library

2-0. Video Structure

This video introduces the structure of Hiroshima University Library, its location and facilities, as well as the types of materials it holds.

Introduction of library materials and facilities

- Library and Facilities Overview
- Library Resources Overview
- Fundamental Rules and Etiquette

How to use library

- Number of Items and Loan Period
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How to search for materials in the library

- OPAC Catalog Search Screen
- Book and E-Book Search
- Journal and E-Journal Search
- Newspaper Search
- Important Notes on Using Electronic Resources
- Reference Inquiry

How to search for and obtain literature to write a paper

- Review of Previous Research
- Searching Databases
- Obtaining Materials

This Video Introduces the Following

2-1. Borrowing and returning materials

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



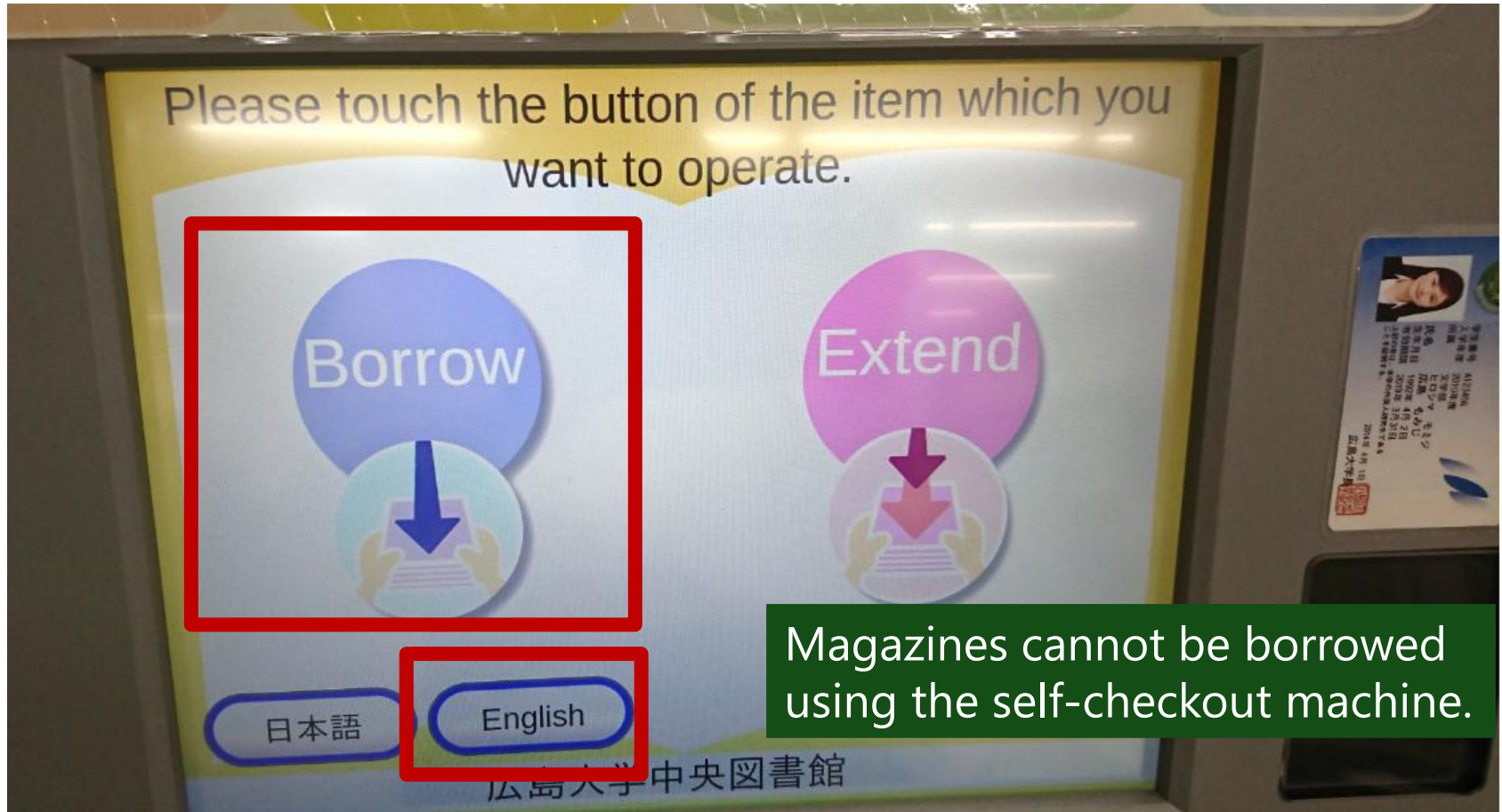
Student ID

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

2-1. Borrowing Books by using a **Self-checkout machine**



① Touch "Borrow"

2-1.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!

2-1.Borrowing Books



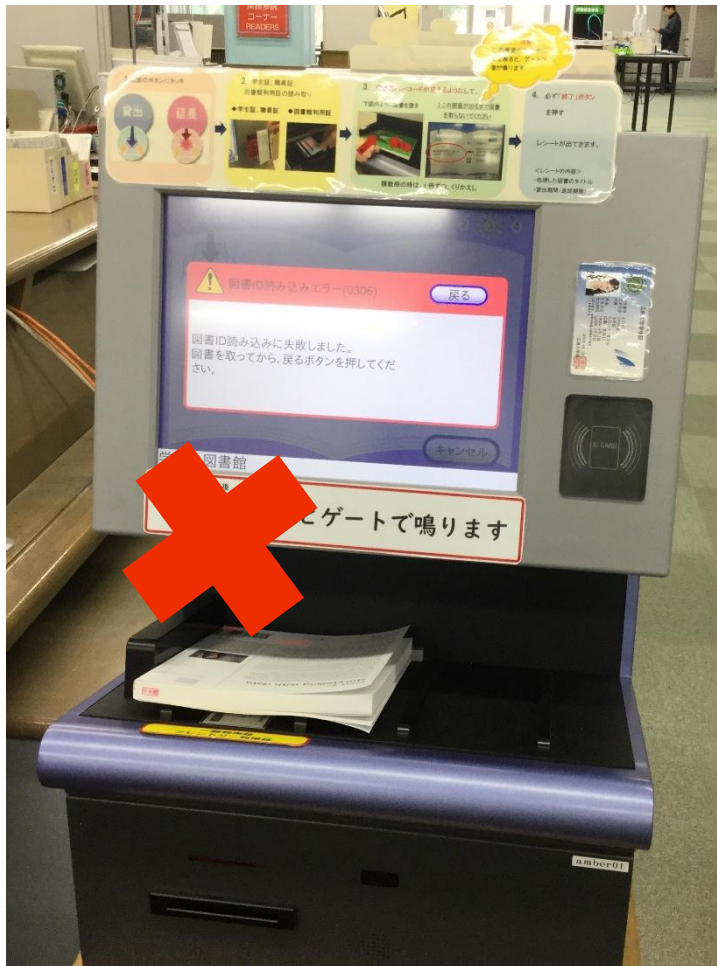
④ Touch "finish"

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

⑤ Take a receipt

The receipt has the return deadline.

2-1.Unacceptable Examples of book placement



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

2-2.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.

2-2.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.



2-2.Overdue, Renewal, and Reservation

- **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.²³

2-2. Renew・Reserve (Online service)

By Accessing <https://www.lib.Hiroshima-u.ac.jp/>, you can take advantage of various library services

Move to <https://www.hiroshima-u.ac.jp/en/library>

• 本ウェブサイトでは蔵書検索、学内者等向けの申込サービスを提供しています。当館の利用案内、お知らせなどについては図書館HPをご確認ください。

利用者メニュー

利用状況・貸出更新
文献複写申込
図書借用申込
新規購入依頼
新着情報アラート
ブックマーク
お気に入り検索

OPAC蔵書検索

Cinii Research

WoS

Scopus

他大学所蔵

NDL

WorldCat

公共図書館

広大所蔵の本や雑誌等を探す

検索

詳細検索 | 分類検索 | 雑誌タイトルリスト | 新着案内 | 貸出ランキング

新着案内

Shen Ts'ung-wen's vision of Republican China
a thesis presented by Jeffrey Carroll Kinkley. -- UMI
Dissertation Services, 1978. <図書>

Institutional change, local developmentalism, and economic growth
: the making of semi-federalism in reform China
Yong-Nian Zheng ; 1. -- UMI, 1995. -- 巻号等 : 1<図書>

Hard politics with soft institutions : China's political reform, 1986-

月間貸出ランキング

片倉朗, 中崎正博, 里見貴史編. -- 第5版. -- 医学書院, 2024. -
- (Standard textbook). <図書>

3位 中国料理と近現代日本 : 食と嗜好の文化交流史
岩間一弘編著. -- 慶應義塾大学出版会, 2019. -- (慶應義塾大
学東アジア研究所蔵書). <図書>

もっと見る

OPAC
Online catalog of materials
held by Hiroshima University

User Menu
Personal services (Login
required)

2-2. Renew・Reserve (Online service)

Hiroshima University Library OPAC e-Services

• This website provides book search and application services for HU members. For information such as our library usage homepage.

User Menu

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

OPAC

No.	Status	Borrowing Lib	Due Date
<input checked="" type="checkbox"/>		Higashi-Hiros hima (Centra l)	2019/11 /10
<input checked="" type="checkbox"/>		Higashi-Hiros hima (Centra l)	2019/11 /10
<input type="checkbox"/>		Higashi-Hiros hima (Centra l)	2019/11 /10
<input type="checkbox"/>		Higashi-Hiros hima (Centra l)	2019/11 /10
<input type="checkbox"/>		Higashi-Hiros hima (Centra l)	2019/11 /10

Check the books for which you want to extend the loan period and click the **"Renew"** button.

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

No.	Status	Borrowing Lib	Due Date	Borrowin
1		Higashi-Hiros hima (Wes)	2021/03 /18	200 arin 160

Renew RefWorks EndNote basic

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

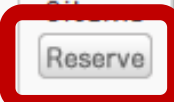

If you see the new due date, the renewal process is successful.

2-2. Renew・Reserve_(Online service)

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)	Central Library 2F		810.7/Ko-98/5	0100535706	Loaned out	2020/5/14	
0002		Higashi-Hiroshima (Central)	Central Library Stack / Books		810.7/Ko-98/5	2000448657	Loaned out	2020/5/16	0 items 

OPAC search you can make a reservation for a book out on loan.

2-3. Use of Photocopiers and Printers

➤ Use of Photocopiers

- Library materials may be photocopied using the library's photocopiers within the scope of the Copyright Act. [A photocopy application form](#) must be completed before use.
- Payment can be made by cash or **MYple** (Co-op electronic money).

The photocopiers in the library are **for copying library materials only**. Please follow the rules below.

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

➤ Installation Status

	Black and White Only	Color Printing Available
Central Librar	Three units (one each on B2, 1st, and 3rd floors)	One unit (1st floor)
West Library	One unit (1st floor)	One unit (2nd floor)
East Library	-	-
Kasumi Library	-	One unit (1st floor)
Higashi-Senda Library	One unit (1st floor)	-

2-3. Use of Photocopiers and Printers

Copyright Act, Article 31: Reproduction in Libraries, etc.

- 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](#)

Type of Information Source	Copyable Range
Journal ※After the next issue is published or 3 months have passed since publication	The whole of the article
Books (written by an individual or a group)	Up to half of a book
Books written by multiple authors	Up to half of each article with the author's name

2-3. Use of Photocopiers and Printers

➤ Use of Printer

- Printers capable of data printing are also available in some libraries.
- Printing requires charging points purchased in advance from the co-op or similar services. Print jobs are submitted using a smartphone or other devices. For detailed instructions, please refer to the Media Center website.

[Information Media Center, Hiroshima University](#)

➤ Installation Status

	Black and White Only	Color Printing Available
Central Librar	3 units (1st floor)	-
West Library	2 units (2nd floor)	-
East Library	2 units (one on the 2nd floor and one on the 3rd floor)※	1 unit (2nd floor)※
Kasumi Library	1 unit (1st floor)	-
Higashi-Senda Library	-	-

※ Installed at the East Branch of the Information Media Education and Research Center.