

## Chapter 4

How to Use the Library  
and Collect Materials ②

# How to Borrow and Return

- Borrowing limits and duration
- Self-checkout machine instructions
- Returning materials
- Overdue items, reservations, and renewals
  
- Copier and printer usage



# 2-0. Video Structure

---

This video introduces methods for borrowing library materials and making copies.

## Introduction to Library Facilities and Resources

- Libraries at Hiroshima University
- Materials in the Library
- Basic Rules and Manners

## Borrowing and Returning Methods

- Borrowing and Returning
- Renewal and Reservation
- Using copiers and printers

## How to look for Library's Materials I

- HU Library's website
- Searching for books and e-books
- Searching for journals and e-journals
- Searching for newspapers
- Using electronic resources

## How to look for Library's Materials II

- Methods of Information Retrieval
- Searching databases
- Using Collection Materials
- Reference Consultation

This video introduces these topics

## 2-1. Borrowing and Returning: Returning materials

You need your student ID card to borrow materials



Student ID  
card



Material you want to borrow

Note: To access books and other materials at the East Library, apply through the library website.

Borrowing period and number of books

	Books	Journals	Audiovisual Materials
<b>Number of Items</b>	10 items per library	5 items per library	3 items per library
<b>Loan Period</b>	3 weeks	Same day only	1 week
<b>Checkout Method</b>	Counter, Automated checkout machine	Counter only	Counter only
<b>Return Method</b>	Counter, Book drop	Counter only	Counter only

## 2-1. Borrowing and Returning: borrowing from automatic circulation machines



① Press 'Borrow'

## 2-1. Borrowing and Returning: borrowing from automatic circulation machines



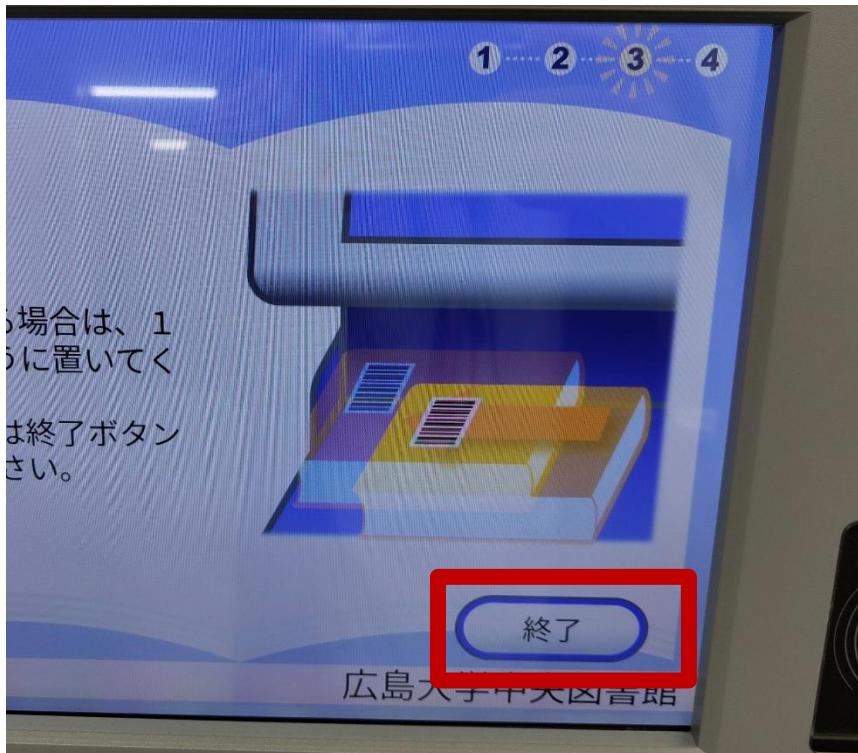
② Place your student ID card on the screen



③ Put down the material

Place the book with the barcode upwards.  
Fit the corners together.

## 2-1. Borrowing and Returning: borrowing from automatic circulation machines



### ④ Press Finish

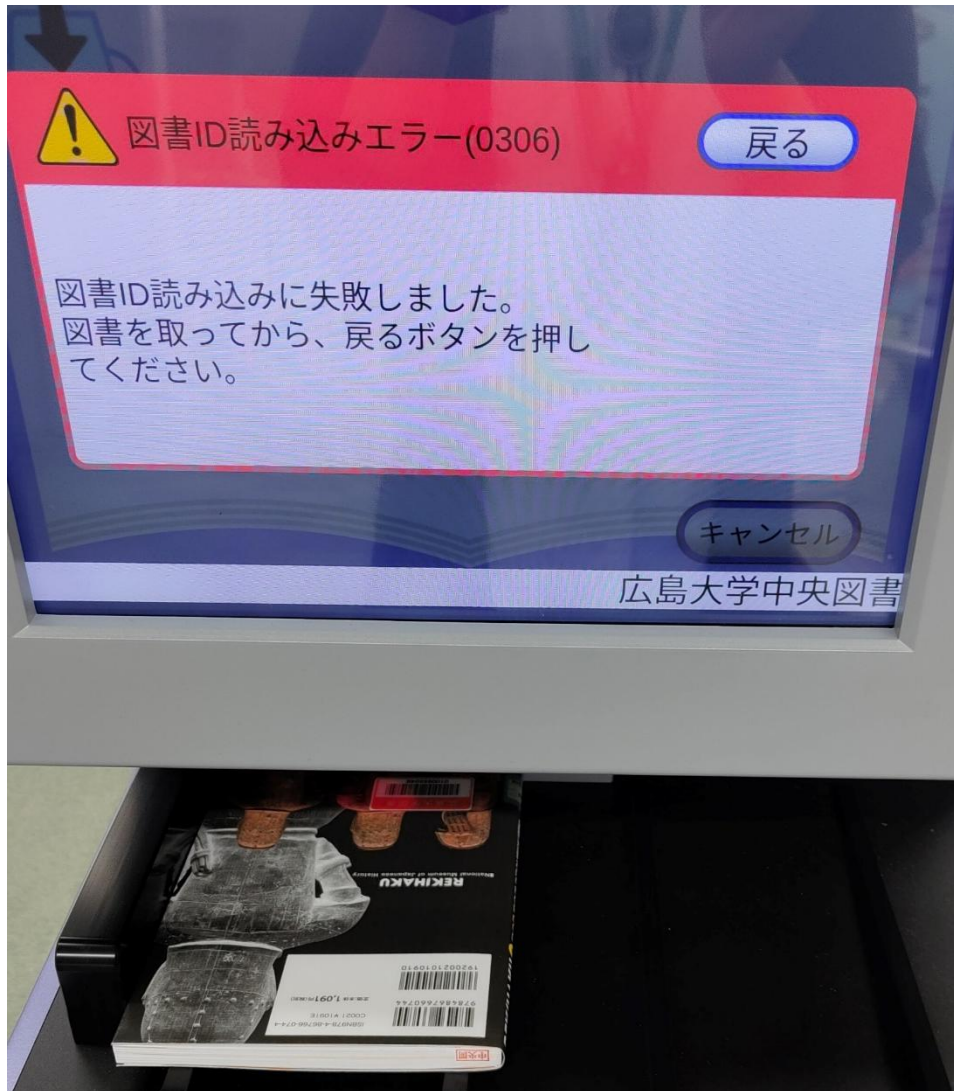
You may also continue to scan your next book.



### ⑤ Withdraw the Recipient

The deadline for the returning date is mentioned on the recipient.

## 2-1. Borrowing and Returning: borrowing from automatic circulation machines



Please place books with the "library barcode" facing left side.

## 2-1. Borrowing and Returning: returning materials

- Please return items to the counter.
- Items can be returned to any library branch (except East Library).



Place materials on the counter. Staff are available if you need assistance.

## 2-1. Borrowing and Returning: returning materials

- Use the book drop when the library is closed (except East Library)
  - Note: Magazines, audiovisual materials, and books borrowed from other institutions cannot be returned via book drop



## 2-2. Renewal and Reservation

---

- Late Return Penalties: When items are overdue, borrowing privileges will be suspended after returning late items, borrowing privileges remain suspended for a period equal to the number of overdue days.
- Reserving Checked-Out Books: If a book you want is currently checked out, you can place a reservation. You will be notified by email when the book becomes available.
- Renewing Loan Periods Items: may be renewed up to 2 times if items can be renewed up to 2 times

## 2-2. Renewal and Reservation Online Service

<https://www.lib.hiroshima-u.ac.jp/> Access to various library services through the library homepage

Library's Homepage (<https://www.hiroshima-u.ac.jp/library>)

- This website provides book search and application services for HU members. For information such as our library usage guide and announcements, please refer to the [our homepage](#).

### User Menu

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

OPAC CINii Research WoS Scopus Other Univ. NDL WorldCat Others

Search the library catalog.

Search

[Advanced Search](#) | [Search by Classification](#) | [Journals Title List](#) | [Newly Arrived](#) | [Borrowed Ranking](#)

### New Books

**決算書は読む** 決算書はここだけ読もう  
矢島雅己著 ; 2026年版. -- 弘文堂, 2025. -- 巻号等  
版<図書>

**社会状況変化を背景とした人身損害における逸失利益算定**  
日本交通法学会編. -- 有斐閣, 2025. -- (交通法研究 ; 第52号).<図書>

### Monthly Ranking

**2位 メタ認知 : 学習力を支える高次認知機能**  
三宮真智子編著. -- 北大路書房, 2008.<図書>

**3位 細胞の分子生物学**  
Bruce Alberts [ほか] 著 ; 青山聖子 [ほか] 訳 -- メディカル・サイエンス・インターナショナル, 2025.<図書>

OPAC(Online Public Access Catalog)  
Links to databases and e-journals

Various Service Menus  
Log-in is required for individuals.

More

## 2-2. Renewal and Reservation Online Service

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

**User Menu**

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

**OPAC**

No.	Status	Holding Lib	Due Date	Borrowing Lib
1	<input type="checkbox"/>	Higashi-Hir oshima (Ce 4 ntral)	2026/01/2	2025/12/1
2	<input type="checkbox"/>	Higashi-Hir oshima (Ce 8 ntral)	2026/02/1	2025/12/20
3	<input type="checkbox"/>	Higashi-Hir oshima (Ce 4 ntral)	2026/02/0	2025/11/06
4	<input type="checkbox"/>	Higashi-Hir oshima (Ce 4 ntral)	2026/02/0	2025/11/06
5	<input type="checkbox"/>	Higashi-Hir oshima (Ce 4 ntral)	2026/02/0	2025/11/06
6	<input type="checkbox"/>	Higashi-Hir oshima (Ce 4 ntral)	2026/02/0	2025/12/09
7	<input type="checkbox"/>	Higashi-Hir oshima (Ce 4 ntral)	2026/01/2	2025/12/25
8	<input type="checkbox"/>	Higashi-Hir oshima (Ce 4 ntral)	2026/01/2	2025/12/25

Select items you wish to extend by checking the boxes Click "Renew Loan"

Extend the due date.  
The following books were updated successfully

No.	Status	Borrowing Lib	Due Date
1		Higashi-Hir oshima (Central)	2026/02/19

Renew Export Output Back to Your Library Record

Access indicated when the new due date page appears !

Note: Items cannot be renewed if they have been reserved by another user OR they are already overdue

## 2-2. Renewal and Reservation Online Service

---

HoldingsList 1-1 of about 1

Click a location to display details.

10 Items ▾

No.	Volumes	Campus	Location	Collection	Call No	Material ID	Status	Due Date	Reservation
0001		Higashi-Hiroshima (Central)	<a href="#">Central Lib 2F</a>		<a href="#">164.04/N-59</a>	0100656907	Loaned out	2026/2/19	0 items <input type="button" value="Reserve"/>

OPAC Books can be reserved through the  
OPAC search results screen

## 2-3. Using Copiers and Printers

### ➤ Using Copiers

Within the scope of copyright law, library materials can be copied using copiers inside the library. When copying, you must fill out a copy application form. Cash and MYple (student co-op electronic money) can be used.

Library copiers are exclusively for copying library materials. Please follow the rules below.

- One copy per person
- For research purposes
- Only a portion of the work

Location	Monochrome only	Color available
Central Library	3 units (1 each on basement floor 2, 1st floor, 3rd floor)	1 unit (1st floor)
West Library	1 unit (2nd floor)	
East Library	-	-
Kasumi Library	-	1 unit (1st floor)
Higashi-Senda Library	1 unit (1st floor)	-

## 2-3. Using Copiers and Printers

### Copyright Act Article 31 "Reproduction in Libraries, etc."

Article 31, Item 1: At the National Diet Library and other libraries, archives, and other facilities designated by government ordinance (...) for the purpose of making publicly available materials, in the cases listed below, it is possible to reproduce copyrighted works using books, records, and other materials of the library, etc. (hereinafter referred to as "library materials" in the next item) for non-profit business purposes.

When providing one copy of a portion of a published copyrighted work (or in the case of individual works published in periodicals that have passed a considerable period after publication, the entire work) per person, at the request of library users, for their research purposes.

(Reference) [Copyright Act \(e-Gov Law Search\)](#)

Material Type	Copying Range
Magazines ✕Next issue published, or 3 months have passed since publication	Entire article
Books (individual or corporate works)	Up to half of the book
Books (works by multiple authors)	Up to half of the section by the author

## 2-3. Using Copiers and Printers

### ➤ Using Printers

Printers capable of printing data are also installed in some libraries. To print, you need to charge points purchased in advance at the student co-op, etc., and then display print instructions using a smartphone or other device. For detailed usage instructions, please refer to the Media Center website.

<https://www.media.hiroshima-u.ac.jp/>

#### Location

	Monochrome only	Color available
Central Library	3 units (1st floor)	-
West Library	2 units (2nd floor)	-
East Library	2 units (1 each on 2nd and 3rd floors)※	1 unit (2nd floor)※
Kasumi Library	1 unit (1st floor)	-
Higashi-Senda Library	-	-