

## A User's guide to the library

### Okinawa Prefectural

### University of Arts

1-4, Tonokura Shuri, Naha city, Okinawa

TEL:098-882-5038 / FAX:098-882-5068

<https://www.lib.okigei.ac.jp/>

### ★Library Hours

【Regular】 Monday – Friday : 9:00 – 20:00

(Request for audio-visual materials: 9:00 – 19:30)

【During vacation】 Monday – Friday : 9:00 – 17:00

(Request for audio-visual materials: 9:00 – 16:30)

### ★Library Holidays

Saturdays, Sundays, Public holidays and closed days

that the university sets. .... \*Please confirm them by the library calendar !

### ★Welcome to the University Library of Arts ! 【図書館を利用する方へ】

The University Library can be used not only by staff members and students but also by Okinawa residents who are 18 years old or older.

- You must carry your student's identification card when you use materials of the library.
- You may NOT eat, drink or smoke inside the library.
- You must keep all noises to a minimum so that you don't annoy other users.
- Please turn your mobile phone off.

### ★Using and Borrowing 【利用と貸出】

\* If you are a student of the University of Arts.....

- When you borrow or use materials of the library, you should show the library staff your student's identification card.

\* If you are a faculty or staff of the University of Arts.....

- When you borrow or use materials of the library, you should identify yourself to the library staff.

\* If you are a visitor.....

- When you borrow or use materials of the library, you should show the library staff your library card.

# Library card can be given when you are a formal resident in Okinawa.

### ★Borrowing Limits 【貸出冊数と貸出期間】

| Users   | Books |         | Magazines         |        |
|---|-------|---------|-------------------|--------|
|   | Num   | Period  | Number            | Period |
| Undergraduate Students in Campus(including Research Students) | 5     | 14 days | 1<br>(back issue) | 7 days |
| Graduate Students in Campus(including Research Students)      | 10    | 30 days |                   | 7 days |
| Faculty/Staff in Campus                                       | 20    | 60 days |                   | 7 days |
| Visitors  | 5     | 14 days |                   |        |

★Renewal 【資料の延長】 If you cannot finish reading the borrowed book by the return date, you may renew the loan for one additional period. You may not renew it if the book is reserved by others or it has passed the return date. You can also renew the books through "MyLibrary" of the library website. (Only Undergraduate Students in Campus)

### ★Returning 【返却】

You don't need to bring your library card for returning. Please bring borrowed materials to the front desk. You may also return the borrowed materials to Sakiyama campus desk.

If the library is closed, put the borrowed materials in the book drop outside of the entrance.

### ★Using Audio-Visual Materials 【視聴覚利用】

1. Find ID number of materials that you want to view in Audio-Visual Catalogs on the OPAC.
2. Fill application form and apply to the library staff.

※Do Not Take Audio-Visual materials Out Of The Library.

### \*Number of Audio-Visual materials used 【館内利用数】

| Status of users   | Number of materials |
|---|---------------------|
| Undergraduate Students in Campus(including Research Students) | 3 materials         |
| Graduate Students in Campus(including Research Students)      |                     |
| Faculty/Staff in Campus                                       |                     |
| Visitors  | 2 materials         |

### ★Photocopy Service 【図書館資料の複写】

You can photocopy library materials within the bounds of the copyright law (paid service). The copy machines are located on each library. Please fill out the "Photocopy Application Form" before you photocopy materials.

**Notice 【注意】** You may copy only a part of the material (less than half). You may copy the whole part of a journal article only when next issue is published or three months have passed. Permission to print a single copy for your own studies and research is granted. It is prohibited to duplicate or distribute the photocopy regardless of whether or not compensation is received.

### ★Online Information Retrieval System 【オンライン検索】

Online Public Access Catalog(OPAC), National Diet Library Digital Collection, CiNii, RILM,etc.

These database searches can be available by computers in the library.

### ◆Available Only Students/ Faculty/Staff in Campus 【学内者のみ利用できること】

#### ◇Inter Library Loan (ILL) services 【相互利用サービス】

##### ・ Photocopies & Book borrowing 【複写と図書の借用】

Interlibrary loan (ILL) services provide access to materials not available at our library through a network with other libraries. You can ask for photocopies or book borrowings. You have to pay copy and postal charges.

##### ・ Visiting other libraries 【直接訪問（紹介状の発行）】

When you directly visit other libraries, you may need permissions or letters of introduction. It will take a few days to issue the letters, so please ask at the front desk as soon as possible.

#### ◇Web services 【WEB サービス】

Various kinds of information and facilities are available at the library website.

-You can check your history of books.

-You can get photocopies of materials and borrow books from other libraries.

- ・ When you use web services, your ID (user name) and password will be required.

User ID (UTID-6) is the number in 6 digits printed on your student ID (below the barcode).

※If you forget your password, please ask at the front desk

