

A User's guide to the library
Okinawa Prefectural University of Arts

1-4, Syuri-Tounokura, Naha city, Okinawa

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

<http://www.lib.okigei.ac.jp/lib.html>

★Welcome to the University Library of Arts !

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 keep all noise to a minimum so you don't annoy other users.
- Please turn your mobile phone off.

★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 day that the university sets.

*Please confirm them by the library calendar !

★Using and Borrowing

* If you are a students 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 University of Arts.....

— When you borrow or use materials of the library, you should identified 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

Users	Books		Magazines	
	Vols	Terms	Vols	Terms
Undergraduate Students (included Research Students)	5 vols	14 days	1 vols	7 days
Graduate Students (included Research Students)	10 vols	30 days	1 vols	7 days
Faculty/Staff	20 vols	60 days	1 vols	7 days
Visitors	2 vols	14 days		

★Using Audio-Visual (A-V) Materials

1. Find ID number of materials that you want to view in A-V Catalogs at the reception desk.

2. Fill application form and apply to the library staff.

※You can use A-V materials inside the library only. DO NOT TAKE A-V MATERIALS OUT OF THE LIBRARY.

* Number of A-V materials used

Status of users	Number of materials
Undergraduate Students (included Research Students)	3 materials
Graduate Students (included Research Students)	
Faculty/Staff	
Visitors	2 materials

★Online Information Retrieval System

Online Public Access Catalog(OPAC), Webcat Plus, CiNii etc.

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

★Photocopy Service

Most materials that the library owns can be photocopied at the library.

Please apply to the rule of photocopy that the library provides.

Before copying materials you must fill the application to photocopies out.

★Interlibrary Cooperation

Books or photocopies not available at the library can be borrowed or obtained from other university library. * There is a delivery and copy fee.