Library hours

<table>
<thead>
<tr>
<th></th>
<th>Semester</th>
<th>Vacations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays</td>
<td>8:30-22:30</td>
<td>9:00-16:45</td>
</tr>
<tr>
<td>Sat, Sun &amp; National Holidays</td>
<td>10:30-18:00</td>
<td>Closed</td>
</tr>
</tbody>
</table>

※ Dec 28th – Jan 4th library is closed.
・Any changes in the open hours will be posted on bulletin board of the library or our website.
・Your student/staff ID card or your library card is required to enter the library.

Borrowing Books

<table>
<thead>
<tr>
<th></th>
<th>Max. no. of books Loan Period</th>
<th>Loan period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate student[学部学生], research student[研究生], major student[専攻生], sponsored research student[委託研究生], special research student[特别研究学生], Special Division for Practical Horticulture[園芸別科生]</td>
<td>10</td>
<td>up to 3weeks (+3 times renewals)</td>
</tr>
<tr>
<td>Graduate student[大学院生]</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Specially registered[特別聴講学生], non-degree student [科目等履修生]</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Staff member, Emeritus professor, Grand fellow</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

・Your student/staff ID card or your library card is required to borrow and renew books.
・Automatic Circulation Machine is available in front of the Information.(1st floor.)
・You can drop books to the Book Post near the front door after the library has closed.
・Checking-out is not permitted in proportion to the number of overdue days.
How to find library materials

Online Public Access Catalog (OPAC) for searching library materials.
http://opac.LL.chiba-u.jp/ (Click “English” at the top of the page.)

Location: 「本館…」 in the OPAC means that the material is shelved in the Central Library. You can reserve books through OPAC. You can receive the books of Inohana & Matsudo at Central Library. To search for e-resources, access [Online Journal A to Z] and Electronic Resources page on our website.

Photocopying

You can copy library materials in accordance with the copyright law. (White-and-black ¥10 per sheet, Color ¥50 per sheet)

Interlibrary Loan Service

When you need materials that Chiba University Library does not own, these services are useful.

・Borrowing books (Postage fee is required.) → Apply through MyLibrary
・Ordering photocopies (Photocopying and Postage fee is required.) → Apply through MyLibrary.
・Visiting the library of other university (A letter of introduction may be needed.)

The services accompanied with cash receipt and for issuing a letter of Introduction are available 9:30-16:30 on weekdays.

※My Library : https://opac.LL.chiba-u.jp/mylibrary/
(Click “English” top of the page.)

Learning Support Desk (Weekdays)

At the Leaning Support Desk on the second floor of N building, Academic Link Student Assistant (ALSA), librarians and faculty members are available to provide support for students.

・Consultation by Field of Study (ALSA)
The members of the Chiba University ALSA provide study support. Graduate students offer tutoring in their majors, such as math, chemistry, physics and provide help with paper writing in the field of humanities.
・Reference service (Librarians)
Reference service in which they provide help in finding materials and references you need.
・Office Hours (Faculty members)
Consultation on studies and university life in general.

Notes in the Library

・Smoking, drinking, eating are not allowed.
( Drinks kept in tightly sealed cups and snacks at the court are allowed.)
・Cell phone call is allowed at the phone booth, court, terrace, and outside of the gate.
・Not take out materials without lending them.
・Follow the staff’s instructions.