For the use following facilities, please apply at the library counter.

- Group study room…You have to have 3 or more people to use this room. You can use it 3 hours a day. If there is no reservation, you can prolong use time.
- Audio–visual Booth…You can listen to/watch the audio–visual materials (CD,DVD) stored in the library and your own study materials.
- Library Hall…This hall can be used for a seminar, guidance, lecture and so on. The most this room will seat is about 60. Only faculty members can apply for using it.

■ Library Hours

<table>
<thead>
<tr>
<th></th>
<th>Semester</th>
<th>Vacations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays</td>
<td>9:00—21:45</td>
<td>9:00—16:45</td>
</tr>
<tr>
<td>Sat, Sun &amp;</td>
<td>10:30—20:00</td>
<td>Closed</td>
</tr>
<tr>
<td>National holidays</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any changes in the open hours will be posted on bulletin board of the library or our website, Facebook (ALC.Chiba.Univ) and Twitter (ALC_Chiba_Univ).

When the library is closed, if you have a special using card, you can enter the library.

■ Borrowing Books

<table>
<thead>
<tr>
<th></th>
<th>Max. no. of books</th>
<th>Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate students</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Graduate Students</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Research Students</td>
<td>10</td>
<td>Up to 2 weeks</td>
</tr>
<tr>
<td>Major Students</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Sponsored research students</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Faculty members</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Emeritus Professor</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Specially registered students</td>
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<td></td>
</tr>
<tr>
<td>Non-degree student</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Your student/staff ID card or your library card is required to borrow and renew books.

- Self-checkout machine is available in front of the Information.
- You can drop books to the Bookdrop near the front door after the library has closed.
- You can renew books if there are not any reservation made by another user.

To search books, journals and articles, first access our library website.
(http://www.ll.chiba-u.jp/english/index.html)

- To search books, e-books & journals.
- To search e-journals.
- To search e-resources. e.g.) Web of science, PubMed, PsycInfo, Springer protocols…

■ My Library

- If we don’t have materials which you need, you can borrow books and order a copy of the article from another library.
- Reserve a book
- Deliver a book from Nishi-chiba or Mazudo

Email  fbg5606@office.chiba-u.jp,  Phone 043-226-2211
Floor Map

- **2F**
  - Entrance
  - Group study rooms
  - Audio-visual Booths
  - CALL systems
  - Library Hall

- **3F**
  - Library Hall
  - Self-checkout machine

- **B1F**
  - Newspapers
  - Audio-visual items
  - Workbooks for National examination
  - Newly arrived journals
  - Journals 1990~(A-M)
  - Journals 1990~(N-Z)
  - Journals(Japanese) 2000~2009
  - Journals(Japanese) 1989

- **1F**
  - Bookdrop
  - PC for search books, journals and databases

Food and drink policy
- Covered beverages are permitted in the library. Foods are permitted in only area ①.

WiFi
- WiFi is available on all floors except ⑧⑨. To use it you need your account ID and Password issued by IMIT.

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

Copy machine (For public expense)