Guide to Matsudo Library

648 Matsudo, Matsudo City 271-8510
Tel: 047-308-8717   Ext: 8716~8718
http://www.LL.chiba-u.jp/

<Entry>

Student ID is required to enter the gate. For safety reasons, one student ID lets in one individual. No food allowed in the library. Beverages in containers with covers are allowed. Observe good manners and please cooperate in maintaining a pleasant atmosphere for everyone.

<Search>

Use the OPAC (Online Public Access Catalog) to search for specific books or periodicals. You can use OPAC through the library website. Inquire at the library counter (Service Counter) if you are unsure about how to use OPAC or if you cannot find what you are looking for.

Electronic documents (electronic journals, electronic books) can be browsed through terminals. Documents can be used from outside the university through the General Authentication Service. Inquire at the library counter for more information.

<Borrowing and Returning of Books>

Borrowing / Returning Books at the counter.

Reference books, periodicals and audiovisual materials are not available for check-out. Information regarding the use of materials—user categories, maximum number of materials that can be borrowed, loan period—is as follows:

- Undergraduate students (Freshmen - Juniors), Bekka-sei[別科生], non-degree students[科目等履修生], etc.
  → 2 weeks / up to 5 books
• Undergraduate students (over Seniors), graduate students, research students, etc.
  →  3 weeks / up to 10 books
Loan period will change during vacations.
Use the drop box next to the entrance to return books when the library is closed.
*If you have overdue books, you will be unable to check out anymore books for a
period equal to the number of days the books are overdue.
If the check-out procedure is not followed, an alarm will sound as you leave the library.

<Browse Library Collections>
Students are free to browse in the library. For the convenience of others, please put
materials back where it was.
*Inquire at the counter if you wish to use audiovisual materials (DVD, etc.) Audiovisual
materials can be viewed in booths set up in the library.

<Wireless LAN>
Wireless LAN access points are available in the library. Students may bring their PCs to
search for information or work on documents.
Please refer to the IMIT “Wireless LAN Service Manual” to connect.

_Copying Documents_
Documents in the library can be copied and students are asked to abide by copyright
regulations (See conditions described below).
• Documents must be Matsudo Library holdings documents
• Copy must be for research
• An entire published material cannot be copied
• One copy per person
*Please fill out the “Document Copy Request” (located by the copy machine) and
submit at the counter.
<If the required document is not available at the library>

The following options are available if the required document is not at the library.

**A. Have it sent from another library**

- Obtain copy of the required material (Copied material: copy and postage charges apply)
- Borrow required book (Loan of the book: postage charges apply)

Requests can be submitted through the Library Website (service available only to students registered at the school). Postage of documents from other branch libraries of Chiba University is free.

*Chiba University Library is part of the mutual cooperation system with the Chiba Prefectural Library. Make use of the free service to obtain books from Chiba Prefectural Library. Inquire at the counter for more information.

**B. To visit other university libraries**

A letter of introduction will be issued. Make notice of the material you intend to search for at the other library. Check that such material is available through OPAC. Also check how to use the library.

Please ask at the counter for the procedures for A and B.
Open

- Mondays - Fridays: 9:00 - 21:00
- Saturdays and Sundays: 12:30 - 16:30

During Vacations:
- Mondays - Fridays: 9:00 - 16:50

Hours may change due to class schedule. Any changes in the open hours will be posted on bulletin board of the library or the library website.

Closed

- National Holidays (including substitute holidays)
- Saturdays and Sundays during vacations
- End-of-year and New Year holidays
- Entrance exam day
- Chiba University Festival period
- Anniversary of the establishment of Chiba University

Library may be closed due to weather or other emergencies. Any changes in the library hours will be posted on the bulletin board of the library or our website.

Chiba University Libraries

○ Central Library (Nishi-Chiba Campus)
  1-33 Yayoi-cho, Inage-ku, Chiba City 263-8522
  Tel: 043-290-2258
  Ext: 2258, 2259

○ Inohana Library (Inohana Campus)
  1-8-1 Inohana, Chuo-ku, Chiba City 260-8671
  Tel: 043-226-2211
  Ext: 5606, 5607, 5608