

## Opening hours



	Terms	Weekdays	Saturdays	Sundays and Holidays
Class Term	Ookayama	8:45 a.m. – 9 p.m.	11 a.m. – 8 p.m.	11 a.m. – 8 p.m.
	Suzukakedai	8:45 a.m. – 9 p.m.	11 a.m. – 5 p.m.	11 a.m. – 5 p.m.
Exam Term [Ookayama only]		8:45 a.m. – 11 p.m.	9 a.m. – 8 p.m.	9 a.m. – 8 p.m.
Institute Vacations / March		8:45 a.m. – 5 p.m.	11 a.m. – 5 p.m.	Closed
Dec. 27 – Jan. 4		Closed	Closed	Closed

Opening hours may change temporarily.

When you plan to come to the library, please check the “Library Hours” and “News” on our website.

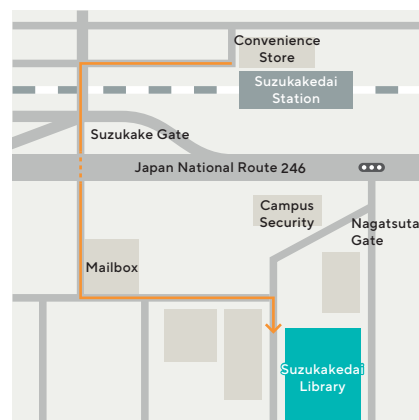
### Ookayama Library



Tokyu Oimachi Line / Tokyu Meguro Line  
1 minute's walk from Ookayama Station  
L-1, 2-12-1 Ookayama, Meguro-ku, Tokyo, 152-8550  
TEL : 03-5734-2097 (weekdays 8:45 a.m. – 5 p.m.\*)  
FAX : 03-5734-3330

\*Except 12:15 p.m. – 1:15 p.m.

### Suzukakedai Library



Tokyu Den-en-toshi Line  
10 minutes' walk from Suzukakedai Station  
S3, 4259 Nagatsuta-cho, Midori-ku, Yokohama, 226-8503  
TEL : 045-924-5152 (weekdays 8:45 a.m. – 5 p.m.\*)  
FAX : 045-924-5156

\*Except 12:15 p.m. – 1:15 p.m.

TOKYO INSTITUTE of TECHNOLOGY

## LIBRARY GUIDE



Library website

[www.libra.titech.ac.jp/en](http://www.libra.titech.ac.jp/en)



If you have any questions, please use the following service on our website: Contact Us > Ask Online (Ask Service)  
The services provided may change depending on the spread of the new coronavirus.  
Please check the library website for the latest information.



Twitter

[twitter.com/TokyoTechLib/](https://twitter.com/TokyoTechLib/)



# 01. Admissions

Tokyo Tech Library consists of Ookayama Library and Suzukakedai Library. Both libraries operate in the same way except for services marked [Ookayama only].

## Usage Procedures

- Campus members**
- You need the IC card issued to you by Tokyo Tech (Student card / Staff card / Access card).
  - If you are a research student, overseas exchange student, etc. or an access card holder, please register your contact information at the counter when you checkout books for the first time.

- Professor Emeritus**
- You need the ID card confirming your status as professor emeritus.

## Entering and leaving the library

- When you enter the library, touch the gate sensor with the IC card to open the gate. You can enter the library with your baggage.
- When you enter from Taki Plaza, put the IC card to the IC card reader next to the door to unlock it. [Ookayama only]
- When you leave the library, go through the exit gate. If you have library materials not yet checked out, an alarm will go off.

## Our Policy

- Keep valuables in your possession at all times.
- Do not litter and take away all your trash.

## Prohibited Conduct

- Eating\*<sup>1</sup>
- Beverages except in spill-proof bottles\*<sup>1</sup>
- Cell phone conversations except in designated areas\*<sup>2</sup>
- Photography and filming
- Smoking



\*<sup>1</sup> On the 2nd and 3rd floors of Ookayama Library, beverages in non-spill-proof bottles or cups are allowed. In Communication Lounge on the 1st floor of Suzukakedai Library, eating and drinking are allowed.  
\*<sup>2</sup> Refresh Room on the 2nd basement floor of Ookayama Library, Seminar Room on the 2nd floor and Communication Lounge on the 1st floor of Suzukakedai Library

# 02. Services

## Checkout, Renewal, Return

**Checkout** You can borrow books at the counter or by using a self-checkout machine. Campus members need an IC card.

Undergraduates	10 items / 2 weeks
Graduates / Faculty and staff / Professor Emeritus	15 items / 4 weeks

**Renewal** You can renew books online or at the counter or by using a self-checkout machine before the due date if another person has not reserved those items. The new loan period is the same as the original one, starting on the day of renewal. You can renew online three times per book.

**Return** Please return books at the counter. You may return books to either library. When the library is closed, use the book drop beside the entrance. If you miss the due date, you will not be able to borrow, renew, or reserve any books for as many days as the book is overdue.

## Ordering books from the other campus

You can order books from the other campus. Please order via Library Catalog on our website. You can also order books at the counter after checking the book ID and other information via Library Catalog.

## Reserving books

You can reserve books on loan via Library Catalog or at the counter.

## Ordering books and copies to other libraries (Interlibrary loan)

You can request a book, a copy of an article not only to the other Tokyo Tech Library but also non-Tokyo Tech Libraries, if we do not have the book or source of them. It is a paid service. Pre-registration is required for a request at public expense.

## 02.

### Services

#### Photocopying [until 30 minutes before closing]

Photocopiers are available in the library (black and white ¥10/sheet, color ¥50/sheet). Please fill out and submit the “Photocopy Request Form” to the counter in advance. Receipts can be output from the coin-operated copy machine.

**Paying at public expense**      **Ookayama** ..... Please use a University Co-op copy card purchased at public expense.  
**Suzukakedai** ..... Please submit the “Photocopy Request Form” to the counter. You will receive a copy at a later date.

**Notice on Japan’s Copyright Act**      The photocopiers in the library are installed to provide photocopy services based on Article 31 of the Copyright Act. Only library materials can be copied. Photocopying of non-library materials (personal books, notebooks, etc.) is not allowed.

- The purpose of photocopy must be for your own research or study.\*
- You are entitled to a single copy for each material.
- The number of pages you photocopy must be less than half of the entire books.
- If you wish to photocopy articles in a journal, the journal must be published for more than 3 months, or the next issue has been published.

\*Do not copy for others’ use, transfer, or reprint, nor distribute for free or otherwise.

#### National Diet Library Digitized Contents Transmission Service for Libraries [until 4:30 p.m. on weekdays]

The Digitized Contents Transmission Service for Libraries is available at specific terminals in the libraries. You can view and print the digitized versions of out-of-print or otherwise difficult-to-obtain materials.

#### Using PCs

<b>Library Catalog Search Terminals</b>	You can search for materials stocked by Tokyo Tech Library.
<b>PCs for E-Resources</b>	You can browse electronic resources such as e-journals and databases contracted by Tokyo Tech.
<b>Wireless LAN</b>	You can connect your PC to the internet by using the Tokyo Tech Wireless LAN, available in all areas.

#### Closed stack request [Ookayama Only]

In principle, please apply in advance by e-mail or at the counter for use of closed stack materials such as doctoral dissertations. If you wish to use the materials on the same day, please apply at the counter by 4:30 p.m. on weekdays.

## 03. Online Services

#### Online Request

The following services are available online. Some services require pre-registration.

- Checking your borrowing status and history / Extending due dates (three times per book)
- Ordering / Reserving books
- Ordering books and copies to other libraries (Interlibrary loan)
- Setting up email alerts (due date reminders)
- Requesting a book purchase etc.

#### Material Search

You can search the materials of Tokyo Tech Library with our library catalog. It is also available for smartphones.

The image shows the Tokyo Tech Library Catalog website. At the top, there is a logo and the URL [topics.libra.titech.ac.jp/en](https://topics.libra.titech.ac.jp/en). Below the logo is a search bar with a "Search" button. To the right of the search bar is a QR code. Below the search bar, there are several search options: "Search for other sites by name keyword", "Only books", "Only search", "WebtoonPlus", "amazon", "Zinio", and "WebCat". Below these options is a "Advanced search" button. On the right side of the page, there is a table with columns: "Status", "Volume", "Date (Number of Reservations)", "BookID", and "Local Note". The table contains two rows of data. The first row is for "Ookayama Lib. 01F" and the second row is for "Ookayama Lib. 01F". An orange callout box points to the "Ookayama Lib. 01F" row with the text "Books can be found by 'Location' and 'Call Number'".

#### E-Journals, E-books

You can search for and access e-journals and e-books contracted by Tokyo Tech and those that are open access. About 12,000 e-journals and about 32,000 e-books are contracted as of 2021. They are only accessible from the campus network.\*

#### Databases

You can access databases, such as Article Database created and contracted by Tokyo Tech and search for articles.

Licensed databases are only accessible from the campus network.\*

\*You can access the service from outside the campus with SSL-VPN. For information on SSL-VPN, please refer to Tokyo Tech Portal (<https://portal.titech.ac.jp/new-en/ezguide/sslvpn.html>).

# 04. Ookayama Library

## B1F



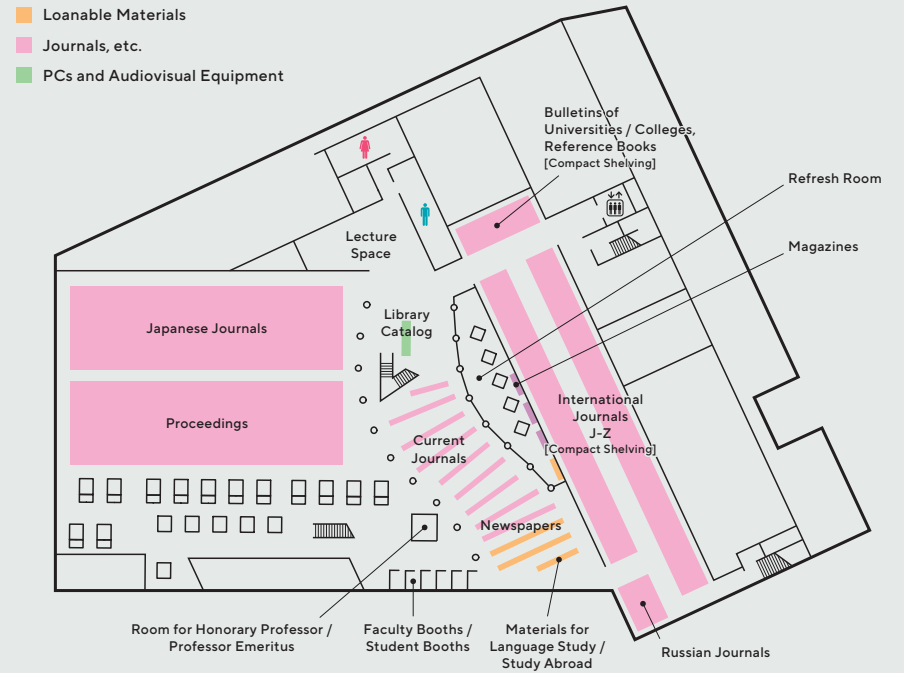
Only beverages in spill-proof bottles allowed



## B2F



Only beverages in spill-proof bottles allowed





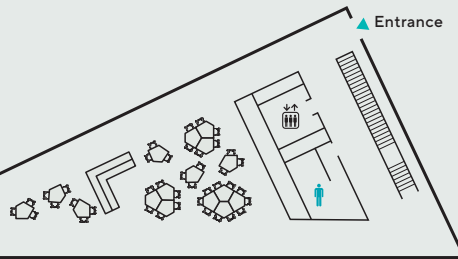
## 04.

### Ookayama Library

#### 2F



Beverages allowed

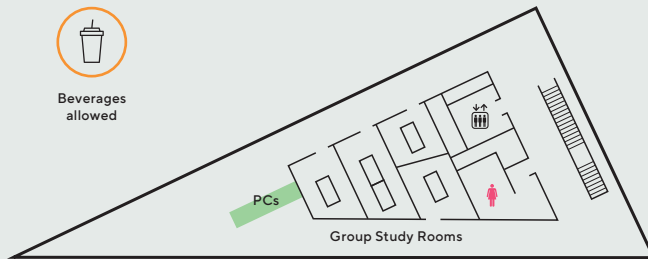


The 2nd floor is designed for group learning. You can move chairs and desks to create your own collaborative work space. Please feel free to use the whiteboard wall.

#### 3F



Beverages allowed



■ PCs and Audiovisual Equipment

#### — Group Study Rooms

These rooms can be used for many purposes such as group discussions and presentation practice. [reservation required / Week days only]  
A whiteboard and projection equipment is available in each room.



#### Elevator use

The elevator in the entrance lobby moves between the 1st basement and 3rd floor. Since the 2nd and 3rd floors are only for campus members, you need to touch the card reader in the elevator with your IC card to select these floors.

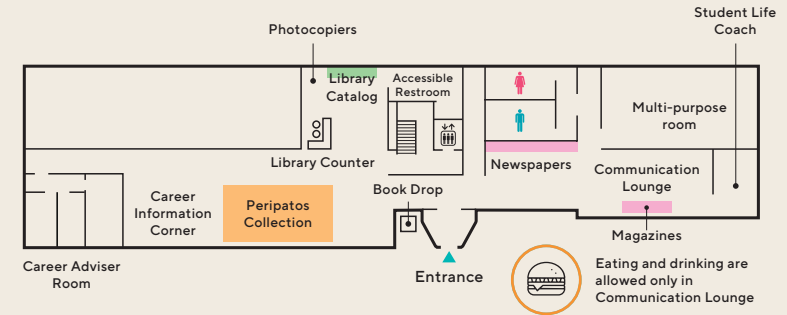
## 05. Suzukakedai Library

#### 1F



Beverages allowed

■ Loanable Materials  
■ Journals, etc.  
■ PCs and Audiovisual Equipment



#### — Peripatos Collection

Peripatos Collection, mainly consists of new novels, paperbacks, pocket editions, and travel guidebooks. Please feel free to pick it up for a change of pace in between your research and study. You can search for books in Peripatos Collection using Library Catalog. Campus members can also order them at Ookayama Campus and reserve those currently checked out by other users.



#### — Communication Lounge

In Communication Lounge, you can eat and drink while reading books from Peripatos Collection and general magazines.



#### — Library Counter

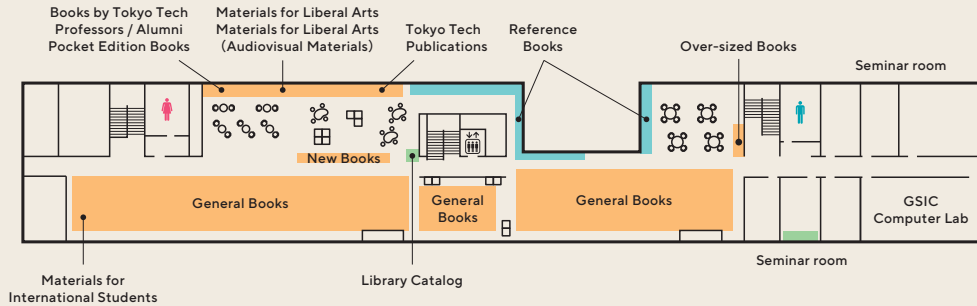
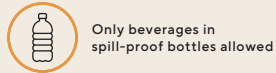
Please visit Library Counter on the 1st floor to check out and return books, search for materials, and ask for help with research.



Suzukakedai Library

2F

- Loanable Materials
- Materials for Reference Only
- PCs and Audiovisual Equipment



— Seminar Rooms [Weekdays Only]

You can use these rooms for online meetings, classes, presentation practice, and seminars that involve speaking. Capacity is from 1 to 20 people. These rooms must be reserved in advance.



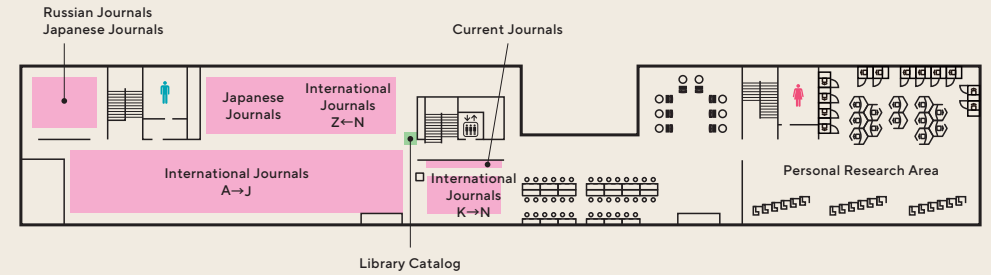
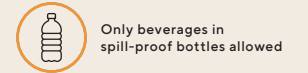
— General Books

There are about 70,000 books on the 2nd floor, mainly specialized books in the field of science and engineering. To borrow books, please use the self-checkout machine or Library Counter on the 1st floor.



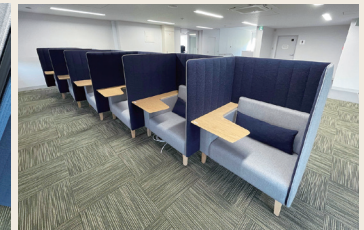
3F

- Journals, etc.
- PCs and Audiovisual Equipment



— Personal Research Area

There are various types of seats, including seats partitioned with panels and a door. The other types are without a door. All booths are equipped with a power supply. Please use them as your own space for study and research.



There are many kinds of chairs.  
Find your favorites!

Please choose a chair that helps you concentrate for a long time or a chair that relaxes you, depending on your needs and preferences.

