

◀ Services ▶

■ Reference Services

Please ask at the circulation desk on the first floor for information about using the Library and searching materials.

■ Request for Copies

Requests for copies of materials, which are not available in the Library, can be made to other libraries and institutions. Please ask at the circulation desk on the first floor for more information. Faculty and staff can also make a request through My Library service online.

■ Interlibrary Loans

Requests for library materials, which are not available in the Library, can be made to other libraries and institutions. Please ask at the circulation desk on the first floor for more information. Faculty and staff can also make a request through My Library service online.

■ Book Request

You may request books needed for your study and research but are not available in the Library. Please ask at the circulation desk on the first floor for more information.

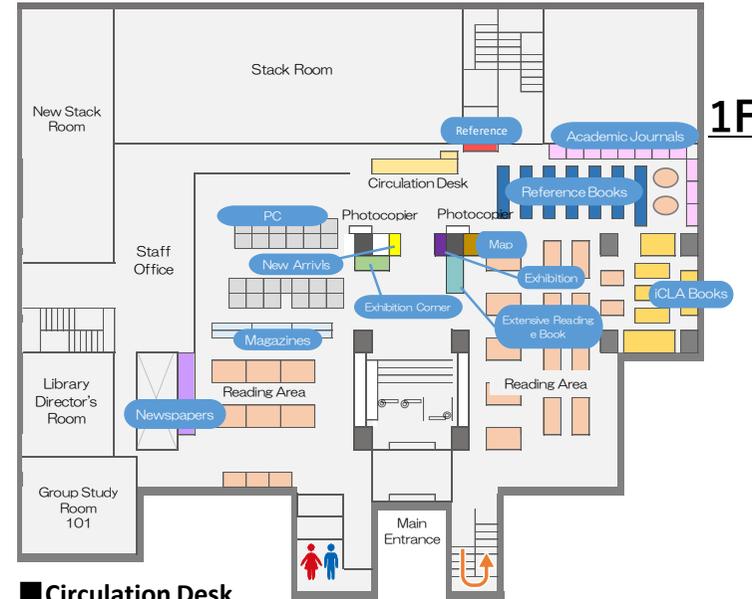
■ Using Other University Libraries

We issue a letter of introduction to use other university libraries. Please ask at the circulation desk on the first floor for more information.

■ List of Database

Book Information	General Library of Yamanashi Gakuin OPAC / CiNii Books
Journals	magazine plus / CiNii Articles J Dream III / Nikkei BP EBSCO host / J-STAGE / JSTOR
News papers	Kikuzo II Visual (Asahi Newspaper)/Yomiuri History Museum (Yomiuri Newspaper) Nikkei Telecom21 (4 newspapers published by Nikkei Newspaper) Sannichi News (Yamanashi Nichinichi Newspaper) / Maisaku (Mainichi Newspaper)
Journals and articles in foreign languages	LEXDB INTERNET / Nexis Uni WestLaw Japan / Hein-on-line

◀ Floor Map ▶



■ Circulation Desk

Borrow & return, request, and inquire

■ Open Shelf

Foreign Books, Reference Books, Encyclopedia, Bibliography, Index, Dictionary, Maps, Academic Journals. Magazines (latest issue), Newspapers (latest issue and microcopy)

■ Reading Area

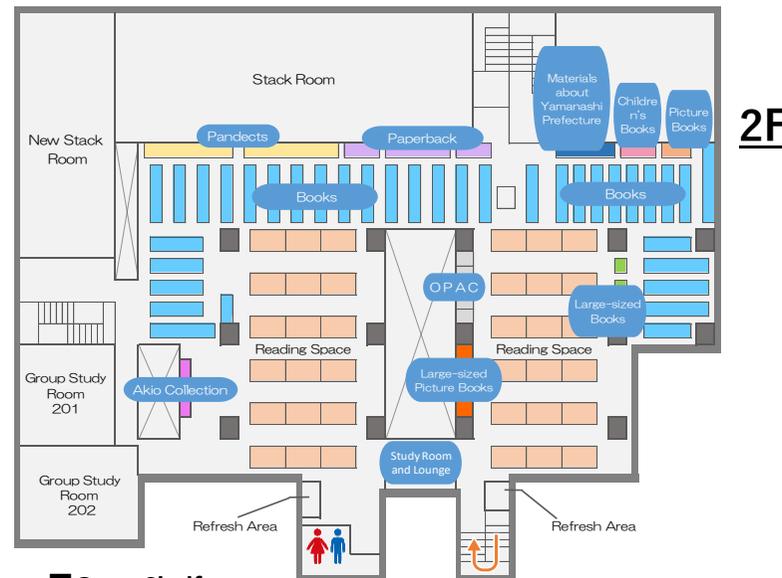
Reading & Studying

■ Computer Area

Search materials using OPAC, Search materials using database

■ Group Study Room101

Learning Commons



■ Open Shelf

General Books, Paperback Books

■ Reading Area

Reading & Studying

■ Group Study Room201

■ Group Study Room202

Learning Commons

■ Study Room and Lounge

■ Refresh Area

General Library of Yamanashi Gakuin



Unofficial mascot
Ributan

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《General Use Guide》

■ Users The following people are permitted to use the General Library of Yamanashi Gakuin

- Students of Yamanashi Gakuin schools, college and university
- Faculty and staff members of Yamanashi Gakuin School Corporation (YGSC)
- Alumni of Yamanashi Gakuin schools, college and university
- External users (those who live or work in Yamanashi prefecture and are over 18 years of age)

Note: High school students other than Yamanashi Gakuin Senior High School students are not permitted to use the Library

■ Library Hours

Class days	9am - 8pm
Non-class days	9am - 5pm
Summer holiday and Saturday	9:30am - 4:30pm

■ Closing Days

- Saturday (except during final exam periods)
- Sunday
- National holidays (only open when a regular class day is scheduled on a national holiday)
- Certain period of time during summer, winter, and spring holidays

Note: Any changes to the library hours and closing days will be posted on the library bulletin board and website.

■ Important Reminders

- Please use the facilities and library books with care. Inappropriate behaviors that may disturb other users are not accepted.
- Eating is prohibited in the Library. However, a drinking bottle with a cap is allowed in the Library.
- Please set your cell-phone to silent mode. Talking on your cell-phone is allowed only in designated area.
- Please keep your valuables with you and take care of your belongings on your own responsibility.

■ Borrow & Return

- To borrow books, bring books to the circulation desk on the first floor.
- When borrowing, bring books with your student ID card (library card for external users).

■ Loan conditions (number of books and loan period)

Users	Number of books that can be borrowed at a time	Loan Period
University students (freshmen, sophomores, and juniors) and university's non-degree students Junior college freshmen students	5	2 weeks
University senior students and Junior college sophomore students Junior college's non-degree students and advanced program students	10	3 weeks
Graduate school students Faculty and staff	20	4 weeks
Alumni and external users	3	2 weeks
Yamanashi Gakuin Junior High School and Senior High School students	5	2 weeks

Note: Loan period will be extended during summer, winter, and spring holiday.

■ Return

- Please return books to the circulation desk on the first floor by the due date.
- Book drop box at the library entrance can be used when the Library is closed.
- In the case loan period is overdue and books are still not returned, users may be blocked from checking out.

■ Renewal

- Loan period can be extended once per book.
- Please bring the book you wish to extend its loan period and your student ID card to the circulation desk. In the case that the book is on hold by another user or its loan period is already overdue, the due date cannot be extended.
- You may also renew loan period using "My library" online.

Note: External users cannot renew loan period.

■ Materials that Cannot Be Checked Out

- Reference books
- Newspapers and magazines
- Audiovisual materials (Videos, DVDs, CDs, etc.)

Note: Some CD-ROMs can be checked out.

■ Book Reservation

- When books you wish to borrow are already checked out by another person, you can make a reservation on the books. Please request at the circulation desk.
- you can also make a reservation through My Library online.

■ Photocopying

- You can photocopy materials in the Library within the Copyright Act.
- Black and white (all size): 10 yen/page
- Color (all size): 50 yen/page
- Fill in the form Request of Material Use and Photocopy and submit it at the circulation desk on the first floor.

■ Learning Commons

- Learning Commons is a place where you can study in group by using library materials and practice presentation.
- Wi-Fi is available and you can bring your own PC.
- You can borrow a laptop and a projector.
- Bring your student ID card to the circulation desk on the first floor and sign-in before using the area.

■ To Use Computer

- Desktop computers are available to write papers and do research.
- To use the computers, bring your student ID card to the circulation desk on the first floor and sign-in.
- To print out, fill in the form Request of Print Out and submit it at the circulation desk on the first floor. Up to 20 pages per day is allowed.



《My Library & OPAC》

■ What is My Library?

"My Library" is an online service accessible from the search page in the General Library website, and you can login, check your own loan status, reserve books, and renew due dates.

■ What You Can Do

- Renew loan period
- Check new arrivals and set preferences
- Reserve books
- Check announcements from the Library
- Check own loan status
- Change password
- Add e-mail address
- Request interlibrary loan and photocopies of materials from other libraries (available only for faculty and staff)

■ How to Use

- Open the library website and click "My Library" at the top right of OPAC search page. Enter student ID number/ faculty or staff ID number and password to login. Please ask at the circulation desk on the first floor about your password.

■ OPAC (Online Public Access Catalog)

- OPAC refers to Online Public Access Catalog and it allows online search.
- 2 PCs on the first floor and 4 PCs on the second floor are available exclusively for OPAC search.
- You can access OPAC search from outside the Library when internet access is available.

URL <https://opac.ygu.ac.jp/drupal/>

《Stack Room》

■ Stack Room 1st fl

- General serial publications (Japanese journals)
- Newspapers 【back numbers are kept for one year】
- Magazine back numbers (brochures, leaflets, etc.) They are kept for one year.

■ New Stack Room 1st fl

- Japanese books (030~299.9) (400~599.9 Natural Sciences, Technology)
- Large-sized books

■ Stack Room 2nd fl

- Japanese books (010~029.9) (370~399.9) (600~699.9)
- Casebooks, General serial publications (foreign language journals, research, paper publications)

■ New Stack Room 2nd fl

- Japanese books (700~999.9), Large-size books, General serial publications, Materials about Yamanashi prefecture
- Japanese books (children's books) (picture books)

■ Stack Room 3rd fl

- Foreign language books (000~336.8)

■ New Stack Room 3rd fl

- Foreign language books (336.9~999.9) (picture books)
- Foreign language books related to Japan, Census return

■ Stack Room 4th fl

- Japanese books (300~369.9) (political science, Law, Economics, Statistics, Accounting)