



User's Guide

2024 — 2025

Kashiwa Library, The University of Tokyo



Outline of Kashiwa Library



Kashiwa Library opened in February, 2005. It has approximately 70,000 books and more than 400,000 natural science journals.

Kashiwa Library is the main library of Kashiwa campus.

We support your research life and aim to be a place of exchange on campus.



Those who may use the library

- The University of Tokyo faculty, students, and staff
- Kashiwa Library Club members
- External users who wish to browse materials



Services List

*Please check the back cover for opening and closing days.

	Open hours	Services
UTokyo faculty, students, and staff	Weekdays 9:00 - 21:00 Saturdays 10:00 - 17:00 (in August, September and March)	Browsing, Book Loans, Photocopies, Delivery requests, Reference, Facility Use, etc.
Kashiwa Library Club members	Weekdays 9:00 - 17:00	Browsing, Book Loans, Photocopies, Facility Use
External users	Weekdays 9:00 - 21:00 (in August, September and March) Weekdays 9:00 - 17:00 *Entrance procedure must be completed until 17:00	Browsing, Photocopies *Please search for materials in advance at the University of Tokyo Library OPAC (cf. p5) and specify the materials to be used. *You cannot use only seats.



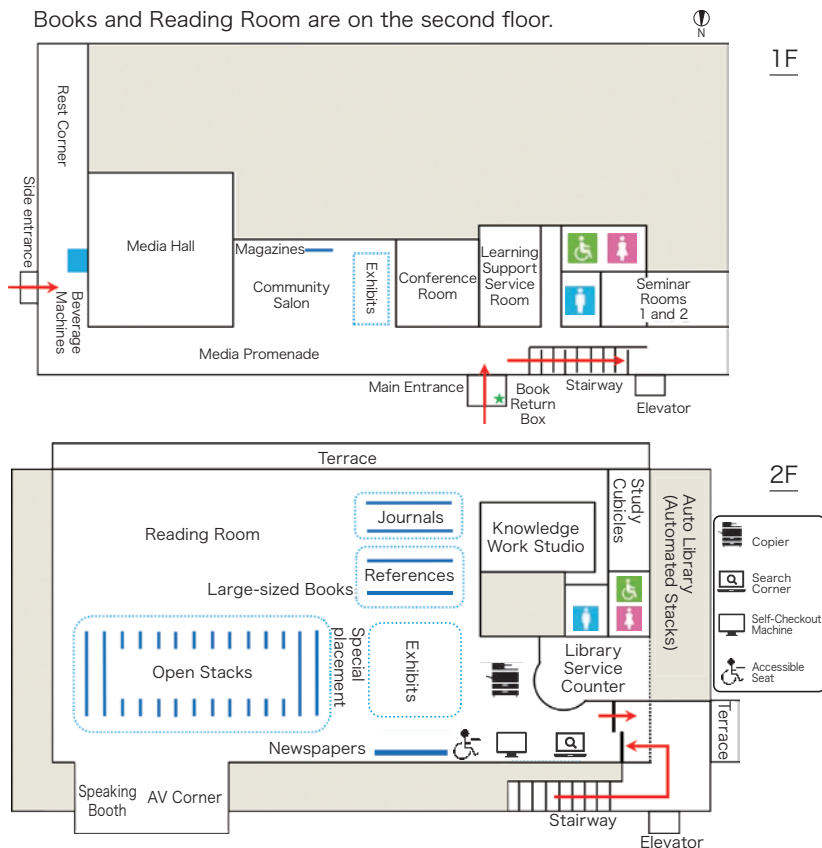
Floor Map

Common-use facilities such as Media Hall and Seminar Rooms are on the first floor. Please check the website for details and usage.

<https://www.lib.u-tokyo.ac.jp/en/library/kashiwa/user-guide/floorguide>



Books and Reading Room are on the second floor.



- No smoking in the library.
- Refrain from taking photos in the library without permission.
- Park your bicycle/motorcycle only in the bicycle/motorcycle parking lot on the west side of the library.
- Please use public transportation. Parking areas are not to be used by library visitors.
- Refrain from eating, drinking, or talking on your mobile phone in the library.

When eating/drinking: Community Salon and Rest Corner (1F) may be used.

When telephoning: Community Salon, Rest Corner(1F) and Terrace(2F) may be used.

*For hydration purposes only, you can bring beverages in spill-proof containers. However, please refrain from drinking in the Learning Support Service Room, exhibit spaces, around stacks, and while walking.



Enter the Library

<1F>



Please use the main entrance on the north side of the building, or a side entrance on the east side. During weekday open hours you can enter freely (without an authorized entry card).

Entering on Saturdays



On Saturdays, only the University of Tokyo and Kashiwa Library Club members can use. Please use the main entrance on Saturdays. An authorized entry card is required for entry.



UTokyo faculty, students, and staff:

Please hold your student ID card or faculty ID card over the card reader. (If you belong to another campus and would like to use Kashiwa Library on Saturday, please come to the Library Service Counter on the second floor and register beforehand.)

Kashiwa Library Club members:

Please hold a members card over the card reader.

<2F>



Entering the Reading Room requires authorization.

UTokyo faculty, students, and staff, Kashiwa Library Club members, and others who have library certificate or entry cards

Please touch your student card or faculty ID card over the card reader at the entrance gate.



If you use a barcode card, please hold the card on the barcode reader.



*To UTokyo faculty ID card holders:

- Please come to the Library Service Counter with your faculty ID card and register as a library user at first.



External users

To enter the library, you must fill out an application form for using materials. The application form is in front of the entrance gate on the second floor. Then give the form and show your ID to the library staff at the Service Counter.



Leave



<2F>

To leave the library, push aside the bar at the exit gate manually. The bar door does not open automatically. The alarm goes off when you are carrying books that have yet to be checked out. At that time, please follow the instructions of the library staff.

<1F>

Weekdays: Please leave through the main entrance or side entrance.

Saturdays: Please leave through the main entrance.



Searching for Materials



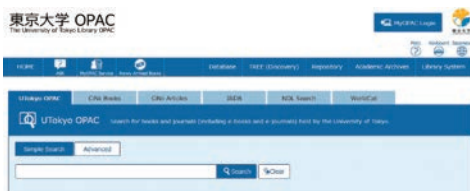
To search for materials, use The University of Tokyo OPAC (Online Public Access Catalog: read “oh-pack”).

This system lists every item’s location in the university’s collections and its availability.

OPAC PCs are near the entrance gate on the second floor. The OPAC can also be accessed via mobile phones.

< The University of Tokyo OPAC >

https://opac.dl.itc.u-tokyo.ac.jp/opac/opac_search/?lang=1



<Books>

Brave green world : how science can save our planet / Chris Forman & Claire Asher

Hide book details.

Kashiwa Campus										
Location	Volume	Call No.	Barcode No.	Status	Collection	Printed	Comments	Copy	PDF	Reserve
Kashiwa.Lib.Open.	pbk	519:F39	8410735156							

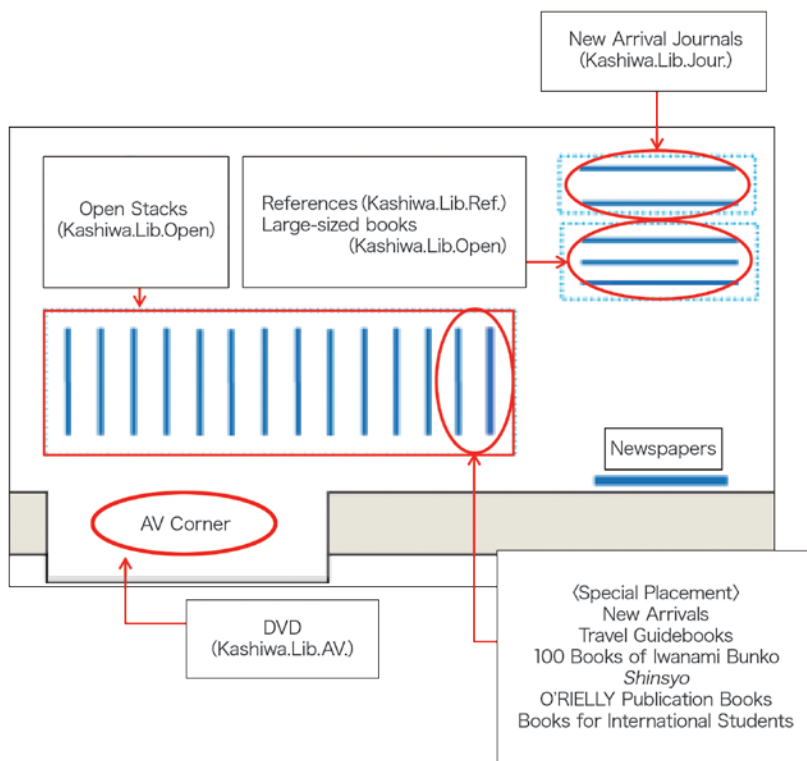
Books displayed with “Kashiwa. Lib. ○○” in the “Locations” column belong to Kashiwa Library. Be sure to note the “Call No.” when it is displayed.

Kashiwa.Lib.Open.	Books are available on shelves by call number, and may be checked out. (Large-sized books are on the reference books shelves.)
Kashiwa.Lib.Jour.	New arrival journals are available on shelves in the Journals Corner on the second floor.
Kashiwa.Lib.Ref.	Dictionaries, handbooks, and other references in the Reference Corner; not available for checkout
Kashiwa.Lib.AV.	More than 1,000 DVDs available on shelves in the AV Corner, and may be checked out. (Some DVDs are available for viewing only in the library.)
Kashiwa.Lib.Stack.	Materials stored in the Auto Library. Operation with OPAC is necessary. (Please see page 7 for details.)

*Newspapers cannot be retrieved by OPAC. Japan Times, International New York Times, New York Times Weekly review, and Japanese newspapers are available in the Newspaper Corner. This and the previous month’s issues are available on the second floor.

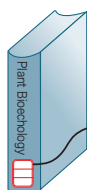


Location of Library Materials



Call Numbers

Call numbers are comprised of a classification number, author mark, and in some cases, a volume number. The library materials are located by a call number. A call number tells you where the book you are looking for is in the library.



471 ← Classification number
 Ta5 ← Author mark
 6 ← Volume number

000 General works	500 Technology, Engineering
100 Philosophy	600 Industry
200 History	700 Arts, Fine arts
300 Social sciences	800 Language
400 Natural sciences	900 Literature



How to retrieve materials in the Auto Library



The Kashiwa Library has an Auto Library that can hold up to 1 million documents, and mainly contains back numbers of over 400,000 natural science journals.




In order to use, operation with OPAC at Search Corner is necessary.

When searching for materials with OPAC, when "Kashiwa. Lib.Stack." is displayed, please click the "Available" button of the volume you want to use.

Holding volume list

Please select year and check a volume published in the year.

Year ▾

Location	Automatic archive	Volumes	Year/Date	Check in	Call No.
Kashiwa.Lib.Stack.		133CS4 p.DNA(Arabi)-DNA(Lotus)	2001-		
Kashiwa.Lib.Stack.		133CS5 p.DNA(Lotus)-DNA(Sub)	2001-		
Kashiwa.Lib.Stack.		133CS3 p.Conj-DNA(Arabi)	2001-		

If you don't find "Available" buttons, click on the link of "Volumes", the data of each volume and the "Available" buttons are displayed.

Click on a volume number to display details in the lower part of this page.

Kashiwa Campus

Location	Volumes	Year	Ca
Kashiwa.Lib.Stack.		1907-2001	

Materials can be retrieved in a few minutes; please come to the Library Service Counter. Please return the Auto Library materials to the counter when finished.



Browsing



UTokyo Wi-Fi is available in the library (For UTokyo faculty, students, and staff only). Please use reading seats when browsing materials. Personal laptop computers may be used in the reading area.

AV Corner



Two carrels in this corner may be used for viewing DVDs and other AV materials in the library's collections. Please bring the DVD you want to view to the counter.

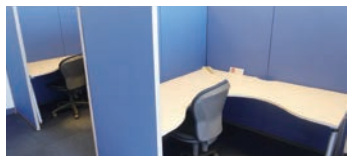
* Be sure to bring your own earphones.

Knowledge Work Studio



This room is available for group study. No reservation is necessary.

Study Cubicles ***For UTokyo faculty, students, and staff only**



Seven cubicles are available. No reservation is necessary.

Speaking Booth ***For UTokyo faculty, students, and staff only**

This booth is available for individual study and research activities with speaking.



Photocopies



Kashiwa Library materials may be photocopied on the library's self-service copy machine. Fill in the photocopy application form for use. Be sure to comply with copyright laws.

- black and white
- ¥10/sheet (Prepaid card required, cash not accepted.)

*You can purchase a prepaid card at the vending machine next to the copier and UTokyo CO-OP in Kashiwa. It is 1,000 yen.



Book Loans

*Book loan services are for "UTokyo faculty, students, and staff" and "Kashiwa Library Club members" only.

	UTokyo faculty, students, and staff	Kashiwa Library Club members
Open-shelf books	10 books/2 weeks	3 books/2 weeks
AV materials (DVDs)	2 items/a week	1 item/a week

To borrow materials, bring them to the Library Service Counter with your student/faculty ID card. You can also borrow open-shelf books at the self-checkout machine near the Search Corner.

*As for references and journals, you may borrow them on any day the library is open, but you must return them to the Library Service Counter by the closing time on the same day.

*Return borrowed materials by their due date.

Renewing Book Loans

If you apply before the due date of the book loan period, you may renew the loan period for another two weeks (Open-shelf books only).

	Possible extension times	Extension period
UTokyo faculty, students, and staff	3 times	2 weeks at a time
Kashiwa Library Club members	1 time	2 weeks

You can renew your book loan at the Library Service Counter. UTokyo faculty, students, and staff can also renew by using MyOPAC. About MyOPAC, please refer to the following web page.

How to use MyOPAC

https://opac.dl.itc.u-tokyo.ac.jp/help/c_en/index.html#M1



*AV material loans may not be renewed.

*Book loans may not be renewed if your book is overdue or reserved by someone else.

You will be unable to borrow an item, if your borrowing privileges have been suspended.



Returns



When returning borrowed items, please bring them back to the Library Service Counter.



*When returning "Books" you borrowed at Kashiwa Library or other UTokyo libraries, Books returns box (2F) can be used at Service Counter. Book return box (1F) can be used when the library is closed.

*When returning DVDs, CD-ROMs, other AV materials, or books checked out from other university libraries, be sure to bring all such items to the Library Service Counter.



*When books, DVDs, or CD-ROMs are overdue, you can neither check out any other materials nor renew overdue materials. Your borrowing privileges will be suspended proportionate to the number of days the materials are overdue.

Returning books by mail

In case it is difficult to visit the Kashiwa Library to return books by the due date because of homecoming, etc., you may return books by mail.

- *You must use Letter-Pack, Yu-Pack, or other parcel delivery service that provides a tracking number.
- *Borrowers are responsible for paying all postage. Cash-on-delivery is not accepted.
- *Put in a plastic bag and pack with cushioning materials to prevent any damage.
- *CDs, DVDs, and other library's materials are excluded.
- *Please check the address and telephone number of the Kashiwa Library on the back cover.



For the latest service hours and news, see the following websites:



● Website

<https://www.lib.u-tokyo.ac.jp/en/library/kashiwa>

April

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Red Closed

Black Open 9:00-21:00

Blue Open 10:00-17:00

For members of UTokyo Only

Green Open 9:00-17:00

5-1-5, Kashiwanoha, Kashiwa-shi, Chiba, 277-8584

Phone: 04-7136-4224

E-mail: kashiwar@lib.u-tokyo.ac.jp