

Searching materials or information

OPAC

There are 3PCs in each 1st and 2nd floors to search OPAC, the Online Catalog of Shimane University Library, you can use them freely. Put the keyword in search box.

Information about a book

Information about the location

The Library HP

It shows various services as a portal of the library services.

http://www.lib.shimane-u.ac.jp/0/e/index.html

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1. Search Box
- You can search materials effectively by switching tabs.
- OPAC(The Online Catalog of Shimane University Library)
 - Search for E-journals/E-books.
 - Search for academic articles in Japan and outside of Japan.
 - Search on the internet.

- 2 .Main Menu
- The list of information about the library usage.
- My OPAC
 - About
 - Guide to Use
 - Guide to Materials
 - E-resource

My OPAC Only for Shimane University Members

In My OPAC, you can customize the service provided by the library and make your own portal site. You are able to extend the loan period, confirm your reservations and order documents without visiting the library. If you register your email address, we will notify you that the day for returning your books is approaching, that books reserved by you are returned and that your ordered documents have arrived by e-mail.

*Confirmation and renewal of the loan period are available to any library card holder.

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1. OPAC search
2. My OPAC
- This is a useful menu for using the library.
- Confirm your borrowed books and reservations
 - Order documents.
 - Confirm your ordered documents.
 - Register or changing your password and email address
3. Opening hours calendar
- You can check opening hours of the library.
4. Bookmark
- You can register sites that you often use and you are able to make your own links.

Rules

- Bring your student ID card, staff ID card or library card
- Handle materials with care
- Follow proper online etiquette
- Keep your valuables on your person
- Keep quiet
- No smoking
- No food

When you are not in a permitted space...

- No drink
- No talking on the cellular phone

Shimane University Library
1060, Nishikawatsu-cho, Matsue-shi, Shimane, 690-8504
Tel 0852-32-6086
Fax 0852-32-2781
E-mail sabisu@lib.shimane-u.ac.jp

In the main library, Library Concierges (green-aproned staff) work for supporting the guests. If you have a difficulty in the library, please ask them without constraint.



Opening hours

- Semesters
 - Mon.-Fri. 8:30-21:30
 - Sat.-Sun. and national holidays 10:00-17:30
 - Vacations
 - Mon.-Fri. 9:00-17:00
 - Sat.-Sun. and national holidays Closed
- *Please check opening schedule calendar for further information.

Closed days

- Saturdays, Sundays and national holidays during vacations
 - Summer holidays (Aug. 13–15)
 - Beginning and end of year (Dec. 28–Jan. 3)
- *The library might be closed due to special circumstances.
*We will inform you of the latest schedule on the library HP or by notices.

For Guests

Books in the library are accessible for academic purposes, without a “Library Card”. Please refrain from using only for private study without library materials. If you want to borrow books, bring a proof of your current address (e.g. driver’s license). We will issue with you a Library Card. This issuing is only for people who come to borrow and return books in person.(Sending by mail is unacceptable.)

Loan / Photocopying

Check out books

Please bring books to the Checkout devices (nearby the Service Desk). Each borrower must present his/her own ID card to check out materials or extend the loan period. When you need CDs/DVDs or any other library items, please tell a library staff.

	General Borrowing		*Special Borrowing	
Undergraduate	10books	14days	3books	30days
Graduate	15books		20books	90days
Faculty Academic Staff				
Student of The University of Shimane or National Institute of Technology, Citizen Passport Member	5books			
General Public Visitor	3books			

*Special Borrowing Service
Seniors, graduate students, and faculties are eligible to use Special Borrowing Service for the graduate thesis or study. Special Borrowing Service for faculties(20 books/90days) is applied only to books in stacks.

Return books

The books you have read should be returned to the Return Corner (at the Service Desk) within the loan period. Please make sure to return them on time.
If you fail to return book on time, you will be prohibited from borrowing books for that length of time in which you failed to return them.

Renew the loan period

Library materials can be renewed once as long as they have not been requested by another person. You can renew the loan period at the Circulation devices, at the Service desk (to ask library staff) and on *My OPAC. (you need to log in from the top page to use this service.)

Reservations Only for Shimane University Members

You can make a reservation of the materials that are already checked out by another borrower. Search materials you want to borrow then check the icon to reserve at the bottom of the page. (You need to log in My OPAC.)
When the book is returned, you will receive the notice by email. Please register your email address on *My OPAC before making a reservation.

Photocopying

Self-service copiers (coins, copy card and e-money) are available. Copy cards are sold at the Seikyou Shop. Please fill out the Copy Request Form and hand it in to the Service Desk staff, the Form is placed next to the copier. Please follow the rules below.
1. Library materials only .
2. Research or academic purpose only .
3. Small part of a document only.
4. One copy per page.

*Please see back of the page for the usage of My OPAC.

Using Equipment

Group Study

In “Learning Commons”, movable desks, chairs and whiteboards are available.
“Group Study Room” is more similar to a cubicle. To use this room, you need to make an application at the Service Desk. (Only for Shimane University Members)

Use PC Only for Shimane University Members

“PC Room” is equipped with PCs for information retrieval. You can use a PC in this room with your ID and password. Lectures on databases and OPAC are also held in this room.
And you can use your PC with connecting a university wireless LAN in the library.

Refresh

How about reading newspapers or magazines on your refresh time?
The lobby and the lounge are suitable to rest in the library; drinking (a bottled or a canned beverage with a cap) is allowed there.

Other

Journals can not be borrowed; only reading and photocopying in the library.

It is necessary to make an application at the Service Desk to use services below.
●Watching DVDs/VIDEOS at the AV room.
●Reading/Printing micro films.
●Entering stacks more than 3rd floor (4th-8th).

If you have any questions, please ask library staff.

Various Services

Sending away for Books

Only for Shimane University Members
You can send away for unavailable books in Shimane University Matsue Campus .Please confirm with OPAC (the Online Catalog) that the library does not have the books before ordering.
●From the Medical library (the Izumo Campus), ordering on OPAC. It usually takes 2 or 3 days. Free of charge.
●From public libraries, other university libraries, National Institute of Technology in Shimane Prefecture, ordering at the service desk. Free of charge. Most of these libraries can be searched the catalog on their homepages.
●From other university libraries (outside Shimane Prefecture), ordering on My OPAC. You need to pay the delivery fee both ways.

Sending away for copies of articles

Only for Shimane University Members
You can send away for copies of articles unavailable in the Shimane University Library. Please confirm with the OPAC that journals and E-journals are unavailable in the library. Ordering on “My OPAC”. You need to pay the copy charge (30 yen ~ 50 yen per page) and the carriage.

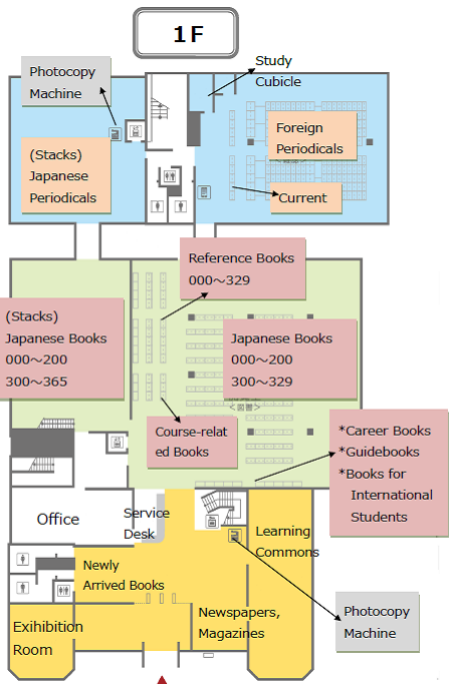
NDL Digitized Contents Transmission Service

National Diet Library (NDL) has digitized materials that have gone out of print and the data is accessible on the internet.
Members of Shimane University and users who have Library Card are eligible to use this service, please ask a library staff for detail.

Book Purchase Request

You may request the library to purchase books which are unavailable in Shimane University Library, on the library HP.

Floor Plan



Stacks	
8F	Chinese Books/Periodicals Textbooks
7F	Archaeological Reports Books (Former Shimane Agricultural College) Doctoral Dissertations
6F	Collections (takesaki, Tanaka, Onodera etc.)
5F	Newspapers White Papers Year-books Court Cases
4F	Books (Former Matsue High School) (Shimane Normal School)

