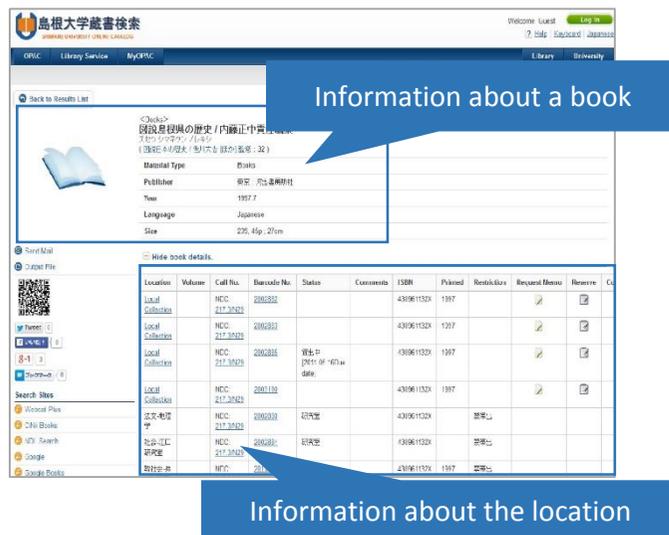


## Searching materials or information

### OPAC

There is a PC on the 2nd floor to search OPAC, the Online Catalog of Shimane University Library, you can use it freely. Put the keyword in search box.



## 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.

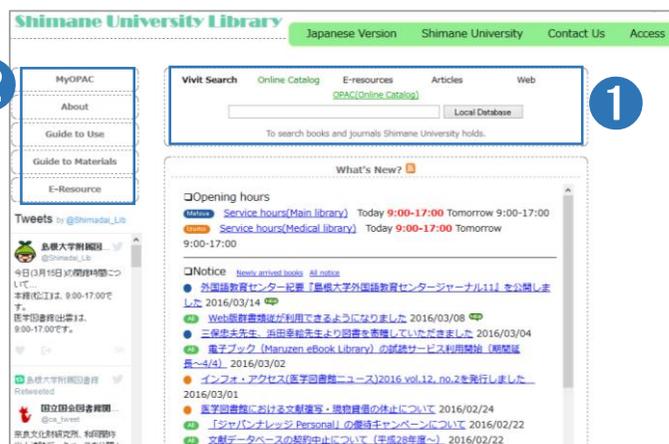


# Shimane University Library User's Guide Medical Library

## The Library HP (English ver.)

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

<http://www.lib.shimane-u.ac.jp/0/e/>



### 1. OPAC search

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
- The charging of personal equipment is not allowed

When you are not in permitted space...

- No food and drink

Shimane University Library  
89-1, Enya-cho, Izumo-shi, Shimane, 693-8501  
Tel 0853-20-2094  
0853-20-2004 (service desk)  
Fax 0853-20-2095  
E-mail [sabisu@lib.shimane-u.ac.jp](mailto:sabisu@lib.shimane-u.ac.jp)

## Opening hours

### ● Regular

Mon.-Fri. 9:00-20:00  
Sat.-Sun. and national holidays 10:00-16:00

### ● March and August

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 March and August
- 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 Izumo Campus Members

Izumo Campus members can use for 24 hours. A student ID/staff ID is necessary when using the library.

## 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.)

2016.04.01

### 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 the Library
- Guide to Usage
- Guide to Materials
- E-Resource

## Loan / Photocopying

### Check out books

Please bring books or periodicals 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 library staff.

	loan period		max. no. of books
	Books	Periodicals	
Shimane Univ. User	7days	2days	10 items (total)
Guest	7days	---	5 items

### 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 for private expense (coins and e-money) and university expense (copy-card for lab) are available. 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

### Study

In the Reading room on the 2nd and 3rd floor, you can study silently. In "Seminar room (Seminah-Shitsu)", movable desks, chairs and whiteboard are available. This room is equipped with 4 PCs for information retrieval. 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**

"Research Workstation (Jyoho-Kensaku-Cohner)" is equipped with 8 PCs for information retrieval. You can use a PC in this room with your ID and password. And you can use your PC by connecting a university wireless LAN in the library.

### Refresh

How about reading newspapers? The lounge is suitable to rest ; drinking and eating is allowed there. This lounge is located on the first floor.

### Other

- It is necessary to make an application at Service Desk to use services below.
- Watching DVDs・VIDEOS at the Audio-visual room on 1st floor.
  - Entering 2nd floor stacks.

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 Izumo Campus .Please confirm with OPAC ( the Online Catalog) that the library does not have the books before ordering.

- From the Main library (the Matsue 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.

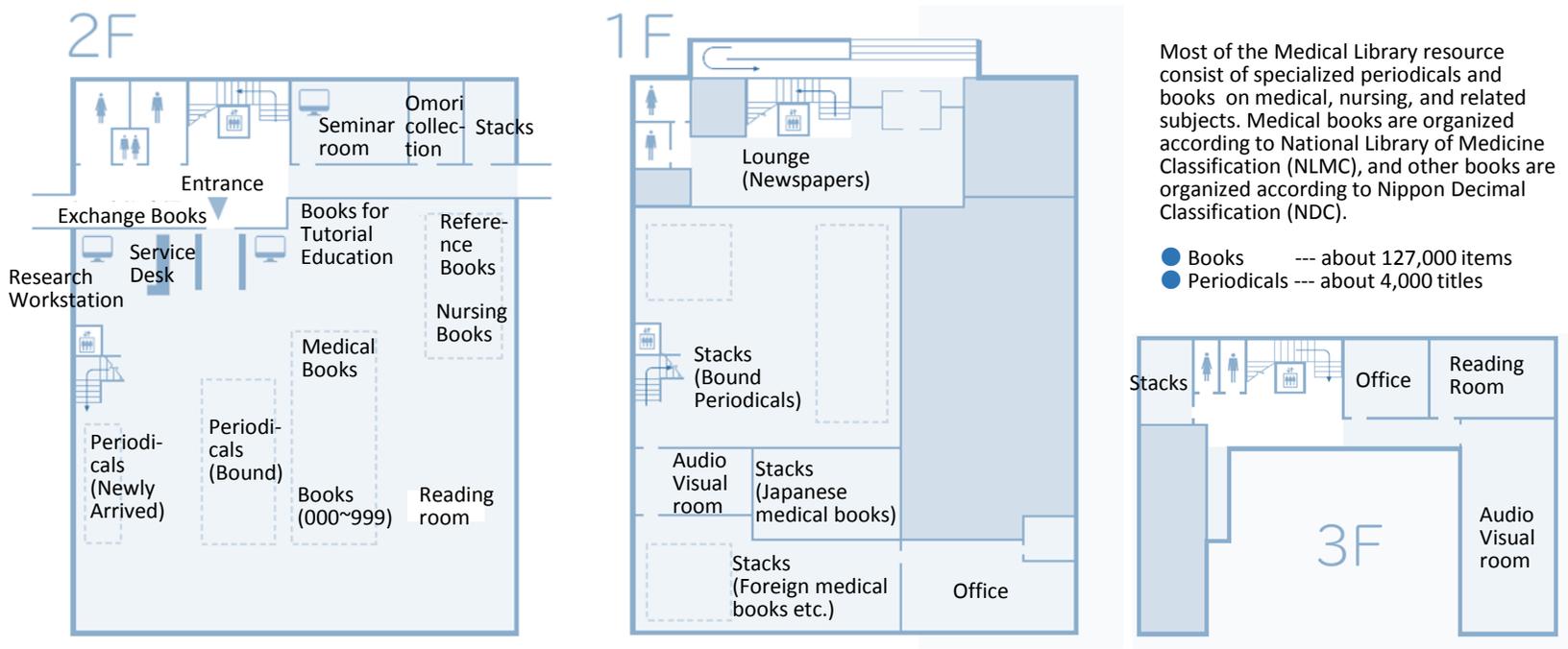
### Sending away for copies of articles

**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.

### Book Purchase Request

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

## ● ● ● Floor Plan ● ● ●



Most of the Medical Library resource consist of specialized periodicals and books on medical, nursing, and related subjects. Medical books are organized according to National Library of Medicine Classification (NLMC), and other books are organized according to Nippon Decimal Classification (NDC).

- Books --- about 127,000 items
- Periodicals --- about 4,000 titles