

About Using the Library ②

Using Copiers//////////

You may copy library materials within the limits of copyright law using the in-library copiers.

You can use your student ID points or the coin-operated copy machine.

※Please fill out a "Copy Request Form" when making copies.

Reference Services//////////

At the 1st floor reference counter, staff can answer your questions and help with finding materials, using the database, or any other library-related issues.

Interlibrary Loan (ILL) //////////

If the library doesn't have the material you need, you can request a photocopy or the original from other libraries.

Ask at the reference counter for details.

Book Request System//////////

If there are materials you would like the library to acquire, fill out the "Book Request Form" and submit it at the 1st floor main counter.

※Please note your request may not always be approved.

After Looking at Materials//////////

After taking materials from the shelves, please place them on the nearby return shelves.

The Library staff will return them to their original locations.

How to Find Materials

OPAC (Online Public Access Catalog) //////////

OPAC is a system to search for materials owned by the university library. It can be used on dedicated PCs in the library or on smartphones.

E-books//////////

You can read materials such as career guides, certification prep books, and travel guides on your PC or smartphone.

Databases//////////

From the library's website, you can access newspaper articles, corporate information, legal data, and more.

Academic Repository (STARS) //////////

You can search and view full texts of bulletins and theses published within the university.

About Using the Library ①

Borrowing//////////

When you want to borrow a book, please take it to the 1st floor main counter along with your student ID or library card for checkout procedures.

Number of books and lending periods		
Undergraduate students	10 books	2 weeks
Credited auditor, non-degree student	5 books	2 weeks
Postgraduate students (including research and non-degree grad students)	20 books	2 months
Alumni	5 books	2 weeks
General public	3 books	2 weeks

※Please check the library website for details.

※Designated books: 2 books / 7 days

※Extensive reading English books: 5 books / 7 days

※Thesis-related books: 10 books / 1 month (register at the main counter)

※Borrowing number and time may be changed during long holidays

※Materials not available for borrowing include:

- Reference books, valuable books (with 館内 labels)
- Newspapers, magazines, audiovisual materials (except book supplements)

Returns//////////

Please return items to the main counter by the due date. After closing hours, use the book post in the 1st floor entrance hall or at the first security office.

※Late returns may result in suspension of borrowing privileges.

※In case of loss or damage, report to the 1st floor main counter. Compensation may be required (either by item replacement or monetary payment).

Reservations//////////

Books currently on loan can be reserved via the OPAC search results screen. You will be notified by email when the book is returned. Pick it up at the 1st floor main counter.

Extensions//////////

You can extend a loan **once** using one of the following methods:

Log in to "My Library" on the library website.

Bring the book to the 1st floor main counter.

※Extensions are not allowed in the following cases:

- The book is reserved by another user
- The item is overdue
- The book was borrowed for a long vacation
- During exam periods

St.Andrew's University Library Guide

English version

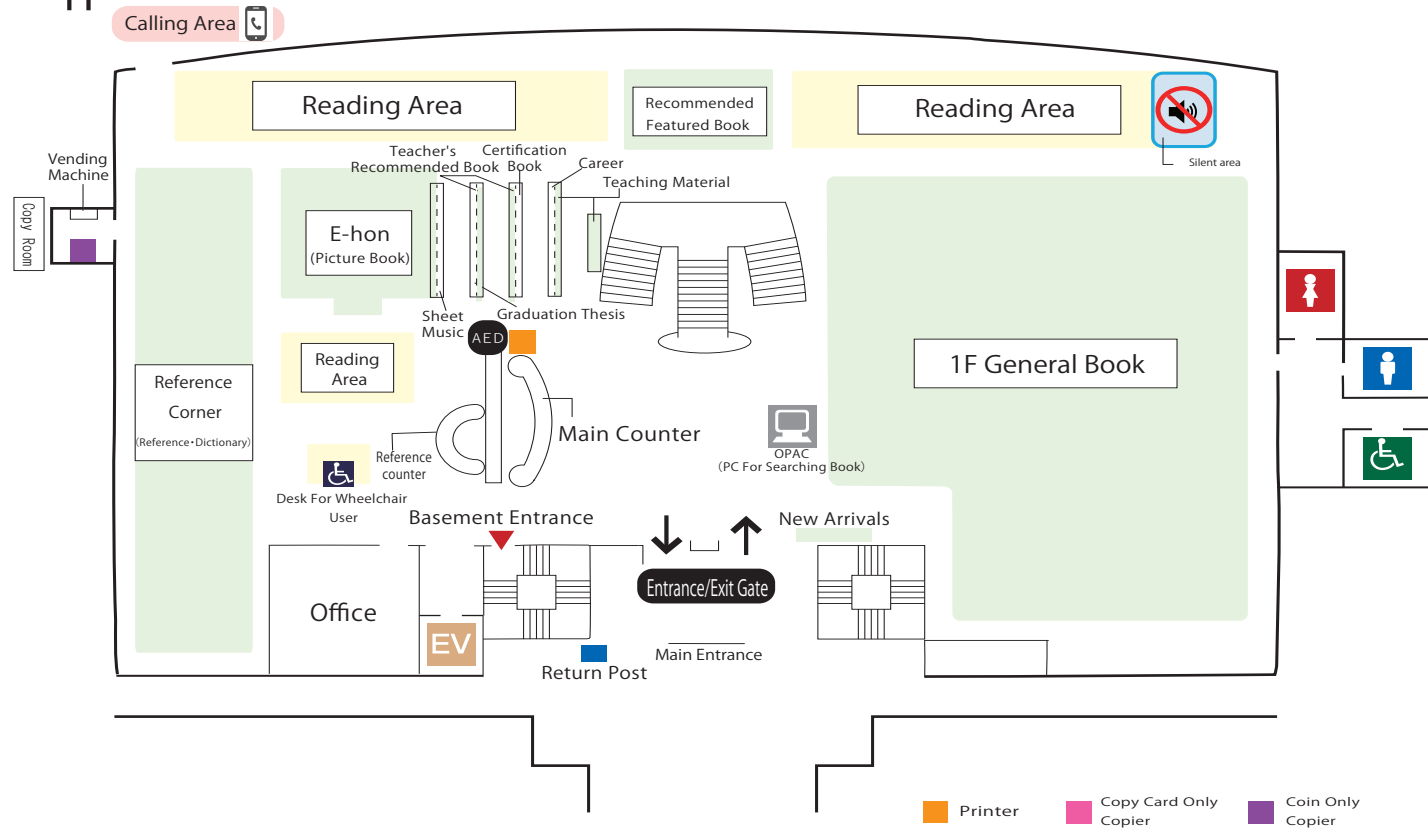


Momoyama Gakuin University Library
Email: etsuran@andrew.ac.jp
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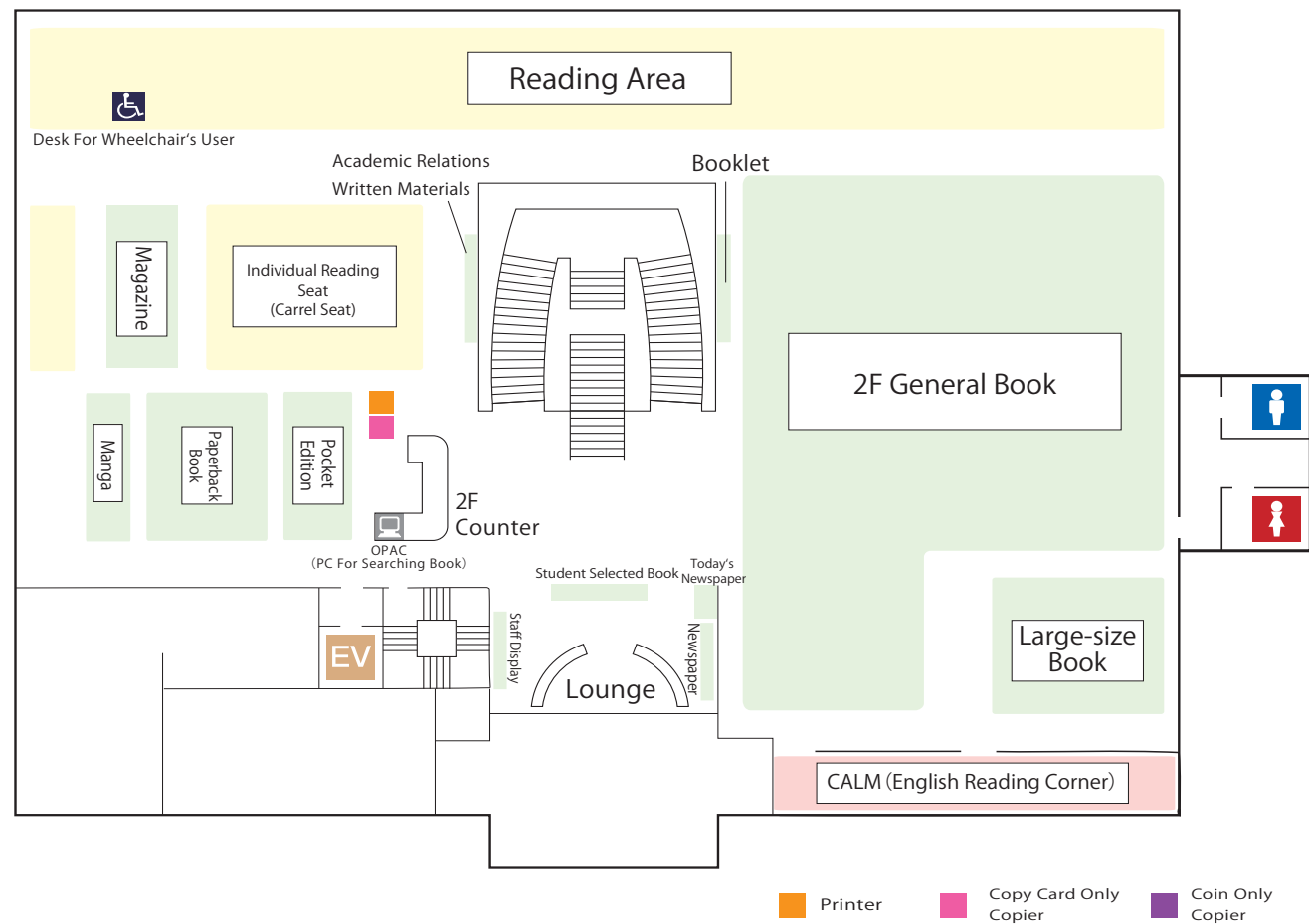


Website searchable via smartphone

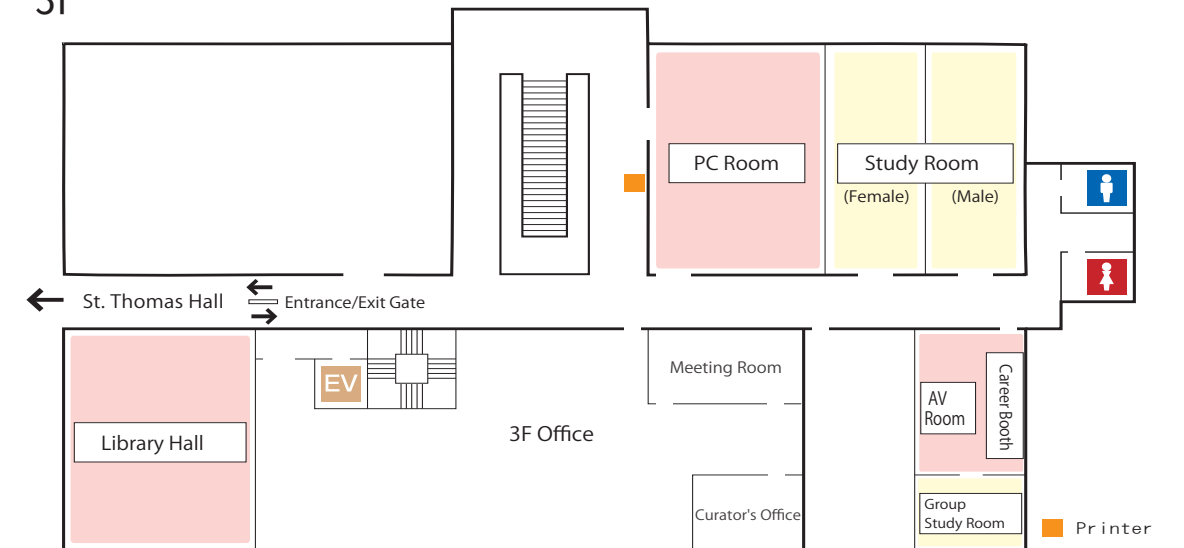
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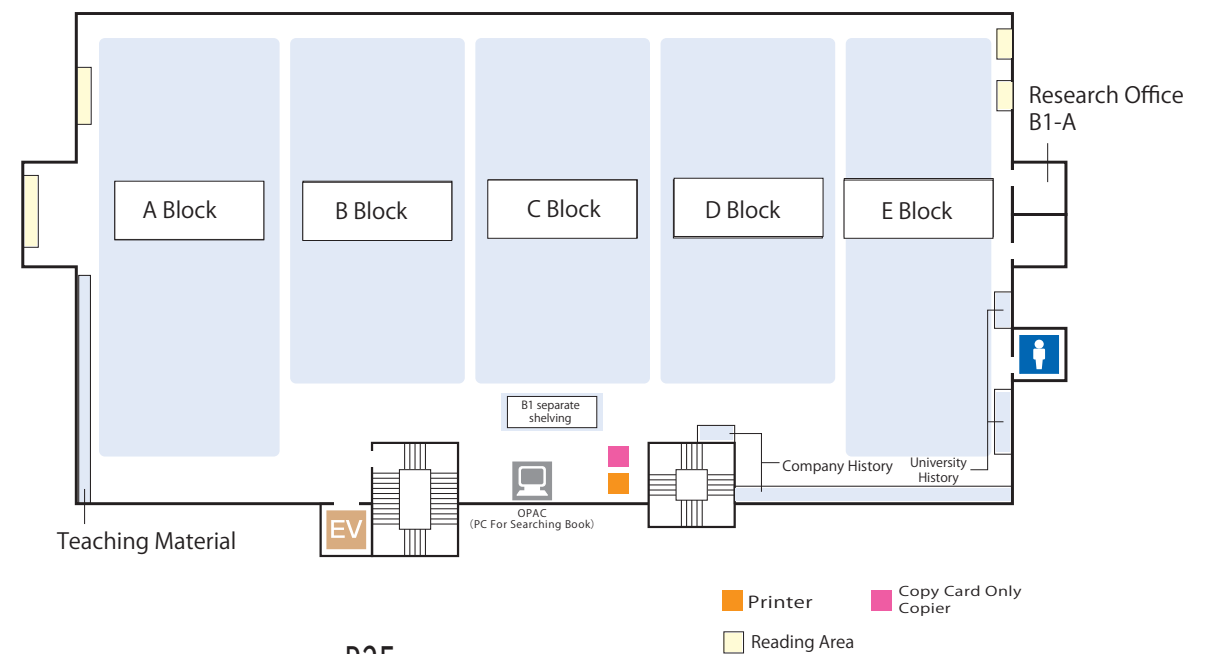
2F



3F



B1F



B2F

