University of Tokyo Library System

# Guide to UTokyo Libraries

For people who are using the University of Tokyo Library for the first time

## UTokyo Libraries

List of Libraries

### HONGO

General Library and 17 Libraries

### KOMABA

Komaba Library and 6 Libraries

### SHIROKANEDAI

1 Library

### KASHIWA

Kashiwa Library and 3 Libraries

We provide various services at the three main campus libraries and Faculty and Institute Libraries

## First, register as a user

### For Students

Please complete the process simply by registering your e-mail address with the UTAS (UTokyo Academic affairs System):
https://utas.adm.u-tokyo.ac.jp/campusweb/
＊If you are not a UTAS user, complete the procedures at your faculty / graduate school library.

### For Faculty & Staff

Please register with your faculty / graduate school library.

After registering, you can access all UTokyo libraries and borrow books from most of them by showing your ID.

## Search UTokyo OPAC

Try UTokyo OPAC first if there is a book or journal you are looking for!
https://opac.dl.itc.u-tokyo.ac.jp/opac/opac_search/?lang=1

### MyOPAC will make you more convenient

MyOPAC is an online tool with which you can extend the loan period, reserve on-loan books, request delivery of books, and more.
For further information, please see the reverse page.

## Other helpful search tools

Simultaneously search paper medium and electronic resources.
TREE https://tokyo.summon.serialssolutions.com/en/

Look for a specific electronic journal / book.
E-journal & E-book Portal https://vs2ga4mq9g.search.serialssolutions.com/?paramdict=en-US

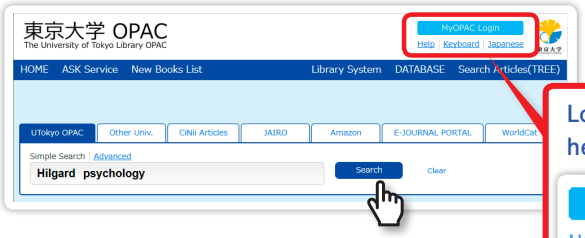
Search for databases.
GACoS https://www.dl.itc.u-tokyo.ac.jp/gacos/e/index-e.html

＊Use e-journals / e-books and databases from home (UTokyo Account is required)
➡ https://www.dl.itc.u-tokyo.ac.jp/gacos/e/faq-e/gakugai-e.html

Please look here for more details.
➡ “Academic Paper Support Book: Start here” : https://www.dl.itc.u-tokyo.ac.jp/gacos/e/supportbook-e.html

# Let's make the most of MyOPAC

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

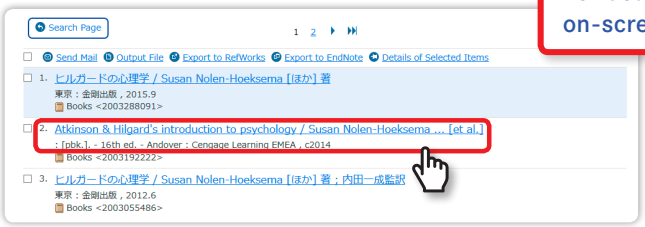



Login to MyOPAC here.

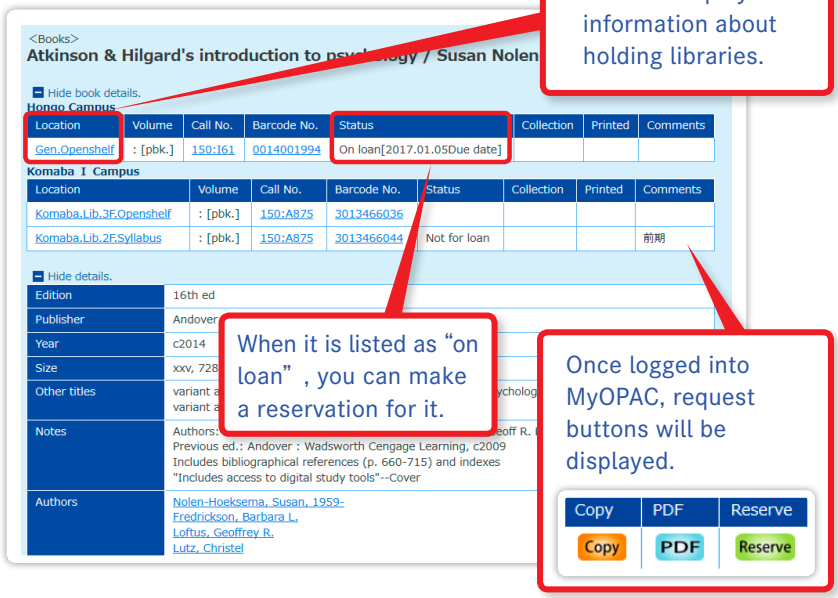
MyOPAC Login
Help | Keyboard | Japanese

For details, please see on-screen Help.

## 2 Result




## 3 Detail




Click to display information about holding libraries.

When it is listed as "on loan", you can make a reservation for it.

Once logged into MyOPAC, request buttons will be displayed.

Copy PDF Reserve

## MyOPAC Menu

(1) Extend the loan period
(2) Reserve on-loan books
(3) Request books from other campuses
(4) Request copies of academic papers (the library of UTokyo or a library of other universities)
(5) Request books from other universities
(6) Place library purchase requests
(7) Manage mail setting for return date notifications
(8) Check lending / return history

**(4) and (5) above are paid services. Please complete an application form at your faulty / graduate school library before making a request.**

## Before Login

* Login with your UTokyo Account or Library Account.
* After using MyOPAC, be sure to click logout and close your browser.

## CAUTION

You will not be able to use MyOPAC with your original password. Please change your UTokyo Account password before use.
If you are using a Library Account, please change your initial password from the MyOPAC menu after login.

## Notes on use of libraries

* Please ensure that you return materials to the appropriate library counter (if you borrowed books from a library on a different campus, you can return them to your department library or to the General, Komaba or Kashiwa library.)
* Your use of the libraries may in some cases be suspended if you are late in returning books. Please be careful to observe the due back dates.

## Let's master how to use tools at seminars!

The university holds short courses in every campus, which are useful for writing reports / thesis (e.g. a short course on how to search for articles on databases).
➡ https://www.dl.itc.u-tokyo.ac.jp/gacos/training.html

## If you need help, use the ASK service!

You can ask questions online about using libraries or searching for materials.
You can also search through an FAQ section.
➡ https://opac.dl.itc.u-tokyo.ac.jp/opac/ask/?lang=1

Edited, Published by: The University of Tokyo Library System (7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033)
Published date: February, 2020