

Academic Year 2011

Community members



Features of our Library Collection

The AIU library is fairly small, but has a wide variety of liberal arts books written in English, and especially has good collections of English books on Japanese history, politics, economics, culture and the arts.

Open Hours (Community members)

	Counter Service	Reference Service
Monday-Friday	9a.m.-10p.m.	9a.m.- 5p.m.
Sat., Sun. & Holidays	9:30a.m.- 6p.m.	-

* Library hours may be changed depending upon circumstances.

Any changes of Library hours will be posted.

Library Card

Community members can apply for Library Cards at the Reference Desk. Please come with your identification.

Use of the Library

Open access collection: Books, magazines, and other library materials in the open-shelf room are available for use in the library. Please return library materials to the book carts after using them in the library.

Closed collection: Library materials in the closed collection can be available upon request at the reference desk.

Lending Policy

Books: 1 month

CDs&DVDs: 1 week

*One AV material at a time only.

Numbers of items : 5 items

How to check books out

It is necessary to present your Library Card with the library materials you wish to borrow at the reference desk.

How to return Books

Returned books are accepted anytime while the reference desk is open. When closed, put them into the book-drop box at the entrance.

Computer Searches

Library materials can be found using the Online Public Access Catalog (OPAC). The OPAC terminals are available in the library. It can also be used via the AIU Web page.

Reference Service

Staff members at the reference desk are ready to provide assistance with your study, research, and use of the library.

- Find out what resources are available in the library.
- Introduce users to effective use of reference materials.
- Learn how to search the catalogs and other resources located at other universities, both local and international, as well as at the National Diet Library.
- Use of Databases/CD-ROMs.
- Learn how to use the web effectively for research.
- Search for resources from newspapers, magazines, and academic papers.

*Service hours: 9am – 5pm, weekdays

Database service

These services are available from one terminal at AIU library: ProQuest, ORO, Nikkei Com, Nikkei Telecom 21, CiNii, JSTOR, NEEDS-Financial Quest, Britannica Online Japan, InfoTrac Custom, LexisNexis Academic, KIKUZO II Visual for Libraries

ILL Service

ILL service is NOT available for community members at AIU library. However, you can use such service at Akita Prefectural library to borrow materials from the AIU Library. Please contact Akita Prefectural Library for details.

Photocopying

Materials in the library can be copied within the limits of the copyright law for the purpose of study and research. Please fill out the application form at the reference desk.

Copyright Law of Japan

Under Japanese copyright law, you may make one copy of a book, but only up to half of any book, for your own study and research.

Overdue Materials

	Regularly Circulating Books & Audio-visual materials
Community Members	will be deprived of the privilege of borrowing books for the same number of days you failed to return books.

Compensation for damaged and/or lost books

Non-Japanese Materials	Japanese Materials	Precious Books and Materials
Replace with the same material or original cost for a material plus 1,000 yen	Replace with the same material or original cost for a material	Actual cost of the used material

Request materials

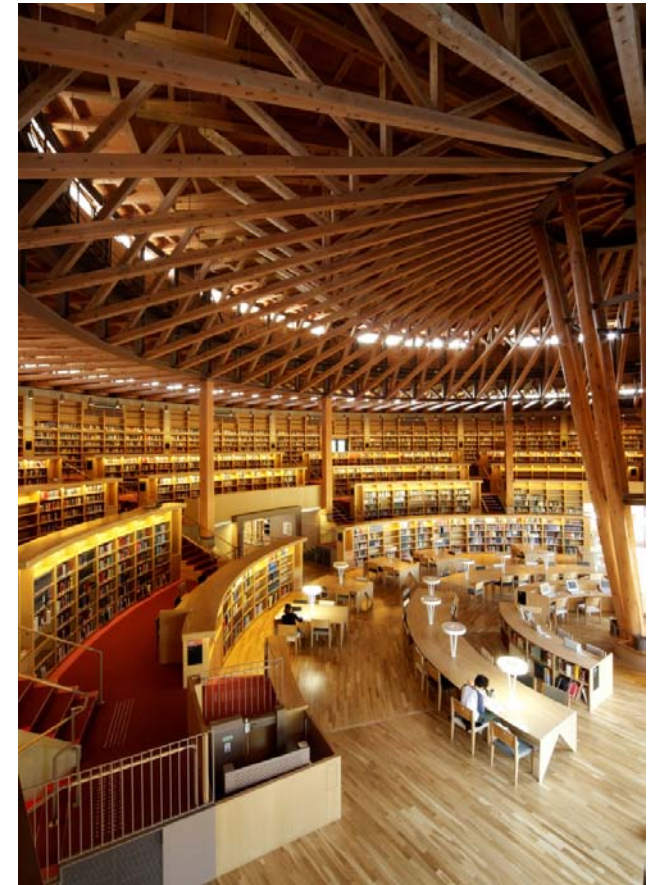
Please fill out the book request form and submit it to the library

You may also request materials through our library OPAC.

Library Rules

- Eating, drinking, and smoking are strictly prohibited.
- Do NOT leave your belongings in the library.
- Do NOT damage materials or facilities.
- Do NOT speak or behave in a way that might disturb others.

The Local Area



Contacts:

AIU Library Office: Library 1F

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