

## Academic Year 2011

### Faculty & staff members



### Features of our Library Collection

The AIU library has a unique policy to offer 24 hours use for AIU community and 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 (AIU Members)

	Door Open	Counter Service
Monday-Thursday	24hours	8:45 - 0:00
Friday		8:45 - 22:00
Saturday		9:00 - 22:00
Sunday & Holidays		

\* Library hours may be changed depending upon circumstances. Any changes of Library hours will be posted.

### Library Card

To use the library, a Library Card is necessary. Faculty members can use ID Cards as the Library Card.

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

### Lending Policy

Books: 3 month

CDs & DVDs: 1 week

Numbers of items : 30 items

### How to check books out

Please present your Library Card with the library materials you wish to borrow at the reference desk. Auto-checkout machine is also available.

### How to return Books

Please return books at the reference desk or 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.
- Request obscure material via InterLibrary Loan (ILL).
- 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

### Reserved books

The Library keeps a collection of reserved books (including tapes, videos and CDs) that faculty members recommend and/or assign to their students in their classes. These can be borrowed for short term periods only. Submit reserve materials with a completed Course Reserve List Form (available through AIU homepage) and a schedule of readings or a course syllabus.

### Database service

Except where otherwise noted, these services are available from any connected computer on the AIU campus: ProQuest, ORO, Nikkei com, Nikkei Telecom 21, CiNii, JSTOR, NEEDS-Financial Quest (available through one terminal at the library), Britannica Online Japan, InfoTrac Custom, LexisNexis Academic, Kikuzo II Visual for Libraries

### **ILL Service**

Interlibrary Loan (ILL) borrows material from other university and institutional libraries that currently is not available in the Akita International University Library. Please fill out the document copy request / book request form and submit it to the library or through OPAC.

\*Service hours: 9am – 5pm, weekdays

### **User's support services and workshops**

The library offers workshops on library research methods and databases, the workshops explain how to find and obtain books and articles, and how to conduct OPAC and database searches. Reservations can be made at any time at the reference desk. Please make your reservation at least 2 weeks in advance of the desired tour date. These workshops can be offered to entire classes at once. Please contact the library to schedule a time for your class.

### **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**

<b>Regularly Circulating Books &amp; Audio-visual materials</b>	
Faculty and staff members	Will be deprived of the privilege of borrowing materials for the same number of days of overdue. The books used for the classes shall be treated as overdue when they passed the designated date.

\*AIU Library Terms of Use:

[http://campus-info.aiu.ac.jp/?page\\_id=1276](http://campus-info.aiu.ac.jp/?page_id=1276)

\*Handling of Overdue Materials at the AIU library:

[http://campus-info.aiu.ac.jp/?page\\_id=1280](http://campus-info.aiu.ac.jp/?page_id=1280)

### **Compensation for damaged and/or lost books**

<b>Non-Japanese Materials</b>	<b>Japanese Materials</b>	<b>Precious Books and Materials</b>
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 visit our website for Books Request procedure.

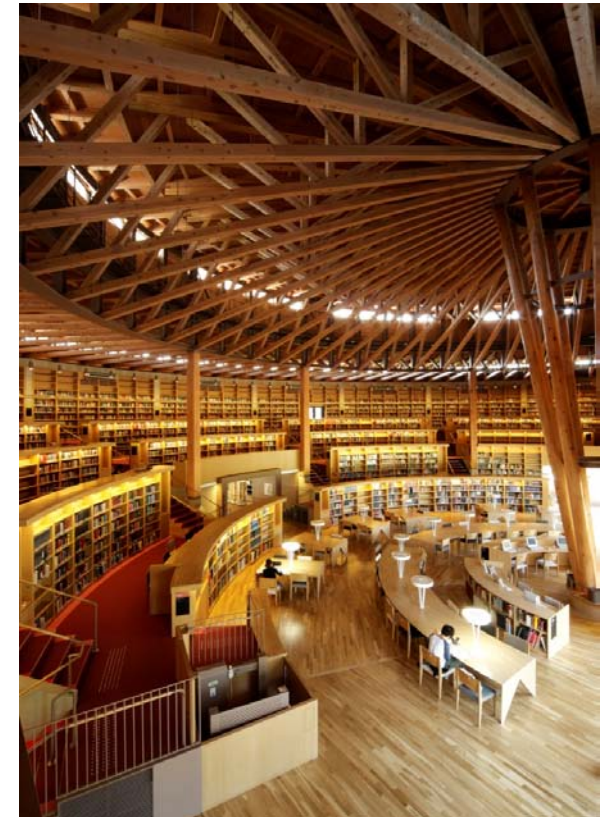
You may also request materials through our library OPAC.

### **Textbooks**

The library purchases two sets of textbooks, one for display and one for archival purposes. Most texts are ordered through the AIU bookstore. If you do not wish to use the AIU bookstore, please contact the library two months in advance of the start of the semester.

### **Library Rules**

- Eating, drinking, and smoking are strictly prohibited.
- Do NOT damage or lose materials and / or equipment of the library.
- Please keep quiet and avoid any conduct which causes inconvenience to other users.
- The library is not liable for any loss of your personal belongings.



### **Contacts**

**Library Office: Library 1F**

**Tel. 018-886-5907**

**E-mail: [Lib1@aiu.ac.jp](mailto:Lib1@aiu.ac.jp)**