

Academic Year 2011

AIU Students



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. Undergraduates and International students can use ID Cards (Student ID Card) 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: 1 month

CDs & DVDs: 1 week

Numbers of items : 10 items

*Graduate students: 20 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 teachers recommend and/or assign to their students in their classes. These can be borrowed for short term periods only. When you want to borrow one of these, please ask at the main counter and be sure to respect the loan period assigned to you.

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. *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 date.

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
AIU students (graduate, undergraduate and exchange student)	can not borrow any materials for the exact same number of days of overdue and all university services including certificate issuing services, issuing of transcripts, and course registration will be blocked.

*AIU Library Terms of Use:

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

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 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