

Facilities

- Learning Commons (2<sup>nd</sup> floor)  
Here is the learning spaces for group work such as seminar activities, meetings and discussions. You don't have to reserve this space in advance. At the Information Desk, you can borrow devices such as MacBook Air, iPads and projectors.
- Group Study Rooms  
This is a room for 3 persons or more. The representative can make a reservation at the Information Desk 1 week in advance.
- Media Commons (3<sup>rd</sup> floor)  
Here is the area equipped with iMacs, printers and AV booths. A Printer Card purchased at the University Coop is required to use the printers.
- Audio-Visual Area  
In Audio-Visual Area, there are many audio-visual materials (CDs and DVDs), and you can watch / listen to them at the booth.

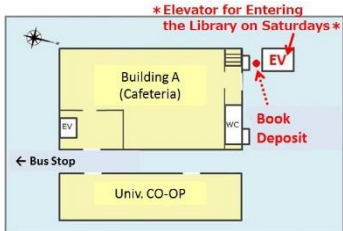
Using Library Materials

- Library Card
  - [If you have plastic student ID card...]  
You can use your student ID card as a library card.
  - [If you don't have plastic student ID card...]  
A library card can be issued at the Information Desk. Please ask library staff.
- Borrowing & Returning  
When borrowing books, please bring your student ID card (or library card) to the Information Desk. You can also use the self-service machine.  
When returning books, please bring them to the Information Desk. Books may be returned to any library in Kobe University.  
※You cannot borrow additional books if you have 1 or more overdue books.

- Using Materials in the Stacks  
Materials whose location is "General & Intercult Lib : Stacks" are located in the Stacks.  
You can enter Stacks with your student ID card or library card.

▼How to Enter the Library in Saturdays

On Saturdays, you can enter the library only by taking the elevator located in the north side of Building A.  
\*If the library is closed, drop the books into the "Book Deposit" (book drop).



▼Loan Periods

|                | Max # Items | Loan Periods |                            |
|----------------|-------------|--------------|----------------------------|
|                |             | ①Books       | ②Journals and AV materials |
| Undergraduate  | 6           | 2 weeks      | 1 week                     |
| Graduate       | 20          | 1 month      |                            |
| Academic staff | 30          | 1 month      |                            |

\*Current issues of journals may be borrowed within a day (due back before library closes).  
\*Vacation loan periods will be posted in advance on the library website and bulletin board.



Contact

|           |   |
|-----------|---|
| Address   | 〒657-8501 1-2-1 Tsurukabuto Nadaku KOBE |
| Telephone | 078-803-7351                            |
| Facsimile | 078-803-7355                            |
| e-mail    | glibsvc@lib.kobe-u.ac.jp                |

# User Guide for

## General Library / Library for Intercultural Studies

# 2018



Opening & Service Hours

|                     | During the Semester |             | During the Holiday |        |
|---------------------|---------------------|-------------|--------------------|--------|
|                     | Mon-Fri             | Sat         | Mon-Fri            | Sat    |
| Opening Hours       | 8:45~21:30          | 10:00~18:00 | 8:45~17:00         | Closed |
| Entering the Stacks | 8:45~21:00          | 10:00~17:30 | 8:45~16:30         |        |
| Group Study Rooms   | 8:45~21:00          | —           | 8:45~16:50         |        |
| Reference Service   | 9:00~17:00          | —           | 9:00~17:00         |        |

●Closed  
©Sundays, public holidays  
©May 15 / Aug 13-15 / Dec 28 –Jan 4

## 2F ラーニングcommons / 書庫入口 Learning Commons Stacks Entrance

- |              |                       |
|--------------|-----------------------|
| ① サービスカウンター  | Information Desk      |
| ② iMac PC    | iMac PC               |
| ③ 新着図書       | New Arrivals - Books  |
| ④ 展示コーナー     | Exhibition Corner     |
| ⑤ 新聞         | Newspaper             |
| ⑥ 新聞バックナンバー  | Back Issue Newspapers |
| ⑦ NDLサービス用端末 | NDL PC                |
| ⑧ グループ学習室    | Group Study Rooms     |

## 3F メディアcommons / 開架図書室 Media Commons Browsing Room

- |                    |                         |
|--------------------|-------------------------|
| ⑨ 新着雑誌             | New Arrivals - Journals |
| ⑩ KULiP(授業資料ガイド)   | KULiP (Path Finder)     |
| ⑪ 電動書架             | Electric Stacks         |
| — 紀要               | - Bulletin              |
| — ロシア語図書           | - Russian Books         |
| — 一部の文庫新書          | - Bunko (paperbacks)    |
| ⑫ 参考図書             | Reference Books         |
| ⑬ 人権図書             | Books of Human Rights   |
| ⑭ メディアcommons      | Media Commons           |
| [iMac PC / AVコーナー] | [iMac PC / AV Corner]   |

## 4F 開架図書室 Browsing Room

- |           |                                    |
|-----------|------------------------------------|
| ⑮ グローバル図書 | Global Books                       |
| 多読図書      | Graded Readers                     |
| 地球の歩き方    | Globe-Trotter<br>Travel Guide Book |
| ⑯ 電動書架    | Electric Stacks                    |
| — 洋書      | - Foreign Books                    |
| — 中国書     | - Chinese Books                    |
| ⑰ 大型図書    | Large Books                        |

