

Facilities

- Learning Commons (1F)  
Here is the learning space for group work such as seminar activities, meetings and discussions. You don't have to reserve this space in advance. Chairs, desks, whiteboards, and a large monitor can be moved freely. At the Information Desk, you can borrow projectors.
- Audio-Visual Corner (1F)  
In the Audio-Visual Corner, you can use audio-visual materials in the library (CDs and DVDs). Please come to the Information Desk for use.
- Student Printer (in front of the Information Desk)  
You can use the printer to print from your PC. To use the printer, please purchase a printer card at the University Co-op.
- Copy Machine (coin-operated) (1F)  
You can copy the books or journals in the library by a copy machine. When you make a copy, please fill in the "Photocopying Form" next to the copy machine and put it in the box by the side.

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 the library staff.
- Borrowing & Returning  
When borrowing materials, please bring your student ID card (or library card) to the Information Desk. Also, you can use the self-checkout machine for not only borrowing but renewing.  
When returning materials, please bring them to the Information Desk. You can also put them in the return box next to the entrance gate. At closing time, please put the books in the return post in front of the entrance to Building C (some materials must be returned directly to the counter). All materials from other libraries in Kobe University can also be returned.  
**※You cannot borrow additional materials if you have 1 or more overdue materials.**
- Using Materials in the Stacks  
This library has three types of stacks: "Stacks", "Basement Stack", and "2nd floor Stack".  
**※Please place your baggage in the free locker before entering the stacks.**

Online Service

- Check Status of Loan / Reservation
- Renewing your items
- Delivery Request / Reservation
- Inter-Library Loan / Photocopy
- Lending / Return History
- Student Purchase Request (for Undergraduate / Graduate Students)

▼ Library Rules

- Please keep your valuables with you at all times.
- Eating is prohibited in the library.  
Drinking is permitted if drinks are brought in screw-top bottles.
- Please set your mobile phone to silent mode.
- Handle all library materials carefully. If an item is damaged, please do not repair it and report it to the library.

▼ Loan Periods

	Max # Items	Loan Periods		
		Stacks	Browsing room	Journals
Under graduate	10	2 weeks		1 week
Graduate	20	1 month		
Academic staff	30	1 year	1 month	

- \*Max # Items is the sum of the number of books and journals.
- \*Materials for in-library use only, such as the latest issues of journals, newspapers, and reference books, may only be borrowed overnight (due back within 1 hour after the library opens next morning) or for 1 day (due back before the library closes).
- \* Vacation loan periods will be posted in advance on the library website and the bulletin board.

Contact

Address

〒657-8501 1-1 Rokkodaicho Nada-ku KOBE

Telephone

078-803-5585

Facsimile

078-803-5588

e-mail

llibsvc@lib.kobe-u.ac.jp

User Guide for  
Library for Humanities



Opening & Service Hours

Please check the library website for opening hours and closed days.

Web Site  
<https://lib.kobe-u.ac.jp/en/>

Twitter  
@KobeU\_Lib



# 1F

- |                   |                     |
|-------------------|---------------------|
| ① サービスカウンター       | Information Desk    |
| ② 開架図書室           | Browsing Room       |
| ③ 展示コーナー          | Exhibition Corner   |
| ④ AVコーナー          | AV Corner           |
| ⑤ NDL サービス用端末     | NDL PC              |
| ⑥ 教育用プリンタ         | Student Printer     |
| ⑦ KULiP (授業資料ガイド) | KULiP (Path Finder) |
| ⑧ 新聞              | Newspapers          |

- |              |                                |
|--------------|--------------------------------|
| ⑨ ロッカー       | Locker                         |
| ⑩ 参考図書       | Reference Books                |
| ⑪ 新着雑誌       | New Arrivals - Journals        |
| ⑫ 日本文化資料コーナー | Japanese Studies Resource Area |
| ⑬ グローバル図書    | Global-learning Books          |
| ⑭ 新着図書       | New Arrivals - Books           |

# B1F / 2F

- |           |                         |
|-----------|-------------------------|
| ⑮ 未製本雑誌   | Unbound Journals        |
| ⑯ 製本済み雑誌  | Japanese Bound Journals |
| ⑰ 製本済み洋雑誌 | Foreign Bound Journals  |
| ⑱ 大型図書    | Large Books             |

