

## Facilities

### ● Learning Commons (1<sup>st</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 projectors.

\*Can be used as a study room at present.  
Refrain from talking inside. (Apr.2022~)

### ● In front of the Information Desk (1<sup>st</sup> floor)

Here is an area equipped with iMacs, printers and AV booths. A Printer Card purchased at the University Coop is required to use the printers.

### ○ Audio-Visual Corner

In the Audio-Visual Corner, there are audio-visual materials (CDs and DVDs), and you can watch / listen to them in the booth.

## Online Service

- Check Status of Loan / Reservation
- Renewing your items
- Delivery Request / Reservation
- InterLibrary Loan / Photocopy
- Lending / Return History

### ▼ Library Rules

- Please keep your valuables with you at all times.
- Smoking and eating are 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 or lost, replacement will be required.

### ▼ 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	

- \*The most recent issue of each journal may be borrowed for 1 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 1-1 Rokkodaicho Nada-ku KOBE  
Telephone 078-803-5585  
Facsimile 078-803-5588  
e-mail [lplibsvc@lib.kobe-u.ac.jp](mailto:lplibsvc@lib.kobe-u.ac.jp)

# User Guide for

## Library for Humanities

# 2022



## Opening & Service Hours

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

\*Some facilities and services may be restricted due to infection control measures.

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

Twitter  
[@KobeU\\_Lib](https://twitter.com/KobeU_Lib)



## 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-checkout 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 "Stacks" or "Basement Stack" or "2nd floor Stack" are located in the Stacks.

**※Please place your baggage in the locker before entering the Stacks.**

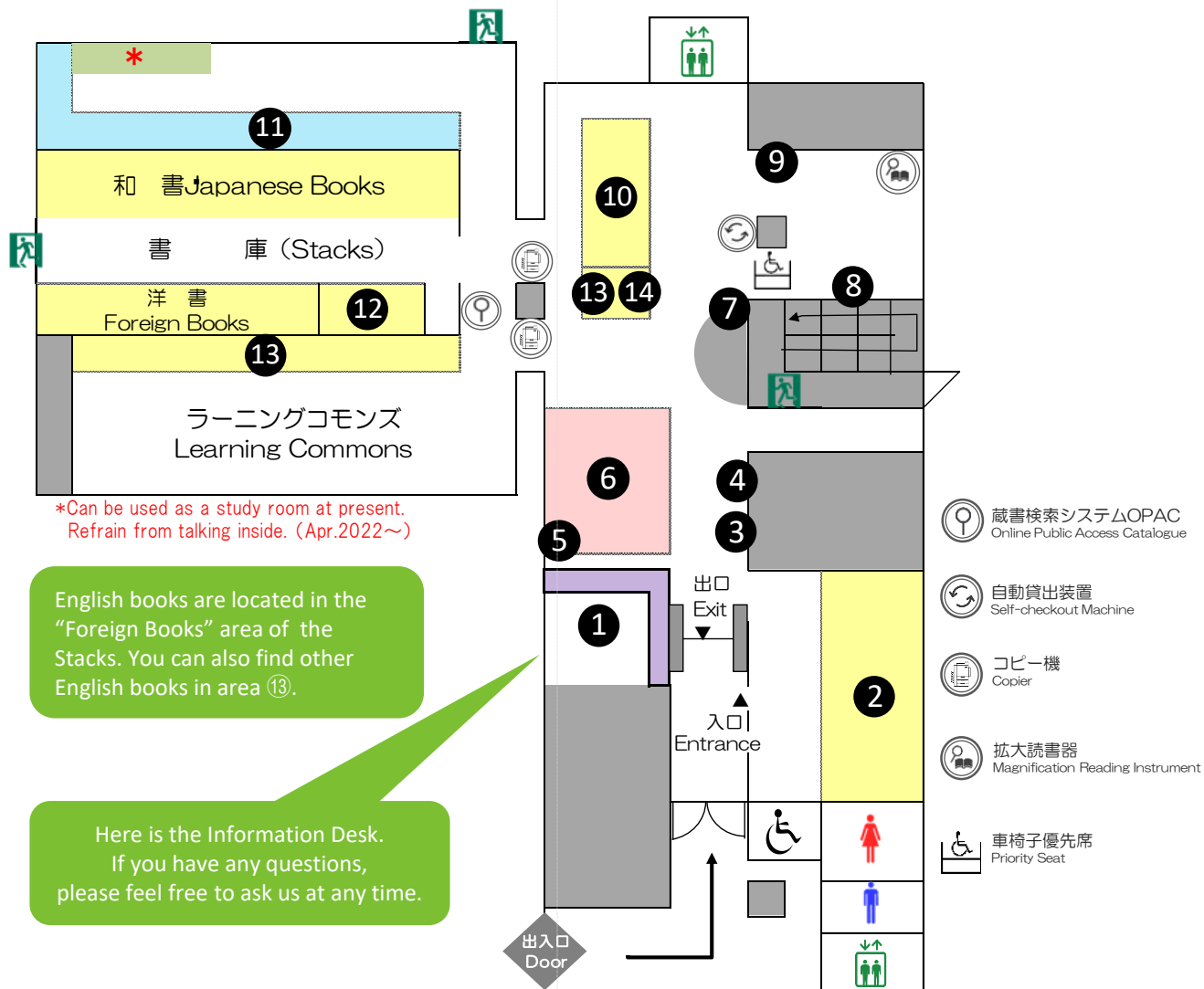
# 1F

- 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 iMac PC iMac PC
- 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
- \* 自然系臨時資料コーナー SciTechMaterials

# B1F / 2F

- ⑮ 未製本雑誌 Unbound Journals
- ⑯ 製本済み和雑誌 Japanese Bound Journals
- ⑰ 製本済み洋雑誌 Foreign Bound Journals
- ⑱ 大型図書 Large Books
- ⑲ 朝日新聞縮刷版 The Asahi Shimbun reduced-size edition



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English books are located in the "Foreign Books" area of the Stacks. You can also find other English books in area ⑬.

Here is the Information Desk.  
If you have any questions,  
please feel free to ask us at any time.

