## 1. Services on the Library Website

### User Guides
You can check basic information about the Kobe University Library.

### About the Library
Kobe University Library is composed of nine libraries. From here you can see the detailed information about each library.

### Collections
You can see the information about collections of the Kobe University Library and access digitized materials via resources such as the repository.

### Research Support
This menu item provides information useful for learning and about events like guidance.

### Search & Find
You can search for available materials by using OPAC and access available databases from the “databases” link.

### Library Account
It provides your own space on the web. You can check due dates and apply for extensions and ILL services via this service. An ID and password distributed by the Information Science and Technology Center are necessary to use this service.

### Official Twitter
Tweets about the latest or useful information regarding the library.
2. Searching for Materials at Kobe University

○ OPAC (Online Public Access Catalog)

You can search for various resources by changing tabs.
・Kobe Univ.: Searching for Kobe University Library holdings.
・Other Universities(CiNii Books): Searching for other institutes’ library holdings
・Japanese Articles(CiNii Articles): Searching for journal articles published in Japan.
When the book you search for is on loan or only located in a remote library, you can apply for reservation or delivery services via OPAC.

○ Searching for e-Resources

OPAC can also search for e-resources such as e-books or e-journals. You can access a website that provides full-text items by clicking the icons displayed in the “URL” section.

○ Using Databases

When you click the “Databases” link on the Library website, the databases and search tools that are available in Kobe University are listed in alphabetical order. By clicking each database name, you can check their link, detailed information, and Users’ guide.

The databases and e-journals that Kobe University subscribes to are available via the on-campus network. If you want to use them from off-campus, please use the VPN Connection Service or GakuNin Federation provided by the Information Science and Technology Center.
※ The right to use databases or e-journals may be suspended if you download a large amount of files in a short time. Please do not take a large number of download at once.
3. Using the Account Service

By logging in to the library website with your own account, you can use each library service.

**Login Button**

Please log in with your account distributed by the Information Science and Technology Center.

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**Request**

**Photocopy & Interlibrary Loan (Charged)**
If you cannot obtain books and articles you want at the Kobe University Library or on the web, please use these services. You will receive books or copies of articles you want from other institutes. You can also apply for photocopy requests from the remote libraries of Kobe University. When you want to pay charges for this service using public funds, please contact the library section in advance in charge about the public fund you want to spend.

**Renewing**
You can renew items due date on the web for the first time only for each book. Please come to the library information desk if you want to renew them two or more times.

**Check Status**
You can check the status of materials you borrow and your lending history. You can also see the status of reserved books, photocopies and interlibrary loans.

**Others**
In addition to the above, you can manage library materials by adding tabs or bookmarks, and receive notifications about new arrival books by using the account service.

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**Regarding “Custom-made Guidance” and “KULiP: Learning Objects”**

**Custom-made Guidance**
The Kobe University Library receives application for Custom-made Guidance, a tailored guidance program that we create based on your needs.

**KULiP (Kobe University Library Pathfinder): Learning Resources**
“KULiP: Learning Resources” is content for supporting your class by introducing bibliographies which will be useful for your lectures.

Please ask the Information Literacy Section about the detailed information and how to apply for the Custom-made Guidance (please select “Library Guidance” from pull-down menu).

4. Purchasing Laboratory Possession Books

When you apply for purchase of laboratory possession books, please use 会計業務システム (System for the Accounting Process). Please ask the library section in charge if you have any questions about this system. Regarding subscription to journals, please ask the library section in charge without using 会計業務システム.

会計業務システム (System for the Accounting Process)
https://kaikei.ofc.kobe-u.ac.jp:20083/

● Reception of the Laboratory Possession Books
We will contact you by e-mail after processing your laboratory possession books. Please make inquiries to the library section in charge about where you can receive them.

● Fiscal Year End Accounting
The deadline is different depending on the budget you use. When you submit a purchase request, please consider the delivery date. The library section in charge will contact you about the details of this.

※ We will send e-mail to your official e-mail address distributed by the Information Science and Technology Center. Please set up e-mail forwarding or similar in advance, if you will not use this e-mail address.

○ Inquiries

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<th>Belonging</th>
<th>Purchasing</th>
<th>Reception</th>
<th>Library Services</th>
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| Graduate School of Intercultural Studies / Institute for promoting of    | Acquisition Section (Ex.: 7326)                                          | Information Service Section for Intercultural Sciences and General Library (Ex.: 7351)  
Higher Education / School of Languages and Communication                | glibsvc@lib.kobe-u.ac.jp                                                  |
| Graduate School of Low / Economics / Business Administration /          | Acquisition Section (Ex.: 7324)                                          | Information Service Section for Social Sciences (Ex.: 7339)               | shakei-service@lib.kobe-u.ac.jp                                                  |
| International Cooperation Studies                                       | ukeire@lib.kobe-u.ac.jp                                                  |                                                                           |
| Graduate School of Science / Engineering / Agricultural Science /       | Acquisition and Cataloging Section for Science and Technology (Ex.: 5304) | Information Service Section for Science and Technology (Ex.: 5307)       | nlibsvc@lib.kobe-u.ac.jp                                                       |
| System Informatics / Science, Technology and Innovation and other centers| shizen@lib.kobe-u.ac.jp                                                  |                                                                           |
| Graduate School of Humanities / Center for International Education      | Information Service Section for Humanities (Ex.: 5585)                   |                                                                           | llibsvc@lib.kobe-u.ac.jp                                                       |
| Graduate School of Human Development and Environment                   |                                                                           |                                                                           | plibsvc@lib.kobe-u.ac.jp                                                       |
| Research Institute for Economics and Business Administration            |                                                                           |                                                                           | tosyo@rieb.kobe-u.ac.jp                                                        |
| Graduate School of Medicine / Hospital                                  | Acquisition and Cataloging Section for Medical Sciences (Ex.: 5305)       | Information Service Section for Medical Sciences (Ex.: 5315)              | mlibknr@lib.kobe-u.ac.jp                                                        |
| Graduate School of Health Sciences                                      | mlibknh@lib.kobe-u.ac.jp                                                 |                                                                           | mlibsvc@lib.kobe-u.ac.jp                                                       |
| Graduate School of Maritime Sciences                                    | Information Service Section for Health Sciences (Ex.: 4505)              |                                                                           | dlibsvc@lib.kobe-u.ac.jp                                                       |
|                                                                           |                                                                           |                                                                           | wlibsvc@lib.kobe-u.ac.jp                                                       |

Kernel (Kobe University Repository)
The Kernel is a database to store and provide productions created by researchers of Kobe University. Please register your research achievements with the kernel!

Kernel: http://www.lib.kobe-u.ac.jp/kernel
Inquiry: Digital Library Section (Ex: 7333) repo@lib.kobe-u.ac.jp