

Services

■ Library Website

<http://www.lib.ocha.ac.jp/>

From our website, you can access the library calendar, library news, OPAC (Online Public Access Catalog), and databases.

In the Library Online Service, you can extend the borrowing period and change your personal information. Additionally, purchases of books can be requested.

■ OPAC (Online Public Access Catalog)

<http://www.lib.ocha.ac.jp/opc/>

OPAC is a system for searching books, e-books, periodicals, and e-journals found in the main library, the other library rooms, and the material rooms ※.

You can reserve a book on the OPAC, even if it is currently checked out. Please refer to the leaflet available at the entrance of the Reading Space to learn how to search the OPAC.

※The opening hours of the library rooms and the material rooms are not all the same.

■ Databases, E-Resources, E-Journals

for students and faculty/staff

We provide various databases and e-Journals.

Leaflets in Japanese, which show how to use the databases, are available at the entrance of the Reading Space. (Leaflets can also be downloaded from the website.)

■ Reference

for students and faculty/staff

When you need assistance in finding materials or using the databases, please ask at the reference desk.

Materials that are unavailable in our library can be requested from other libraries (interlibrary loans / articles or partial book photocopies). A letter of introduction to visit other libraries can also be requested.

■ Workshops

for students and faculty/staff

Ochanomizu University Library holds workshops on how to make better use of the library materials, databases, e-journals, e-books, and RefWorks.

Workshops of RefWorks are held several times a year. Reservations are needed.

In order-made workshops you can request the place, time, and contents. Please apply as a group. In these workshops, you can learn how to do a computer search of the databases.

For further details, please visit our website or look at the notice board in the library.

■ Photocopying

The photocopiers are available from the library opening time to 10 minutes before the closing time.

The prices are ¥ 10/sheet for black and white, ¥ 50/sheet for color.

It is your responsibility to ensure that your photocopying complies with copyright law.

Please DO NOT:-

※Copy a book in its entirety.

※Make or distribute multiple copies.

※Use copies for any purpose other than private research or study.

※Copy items other than library materials.

※Copy periodical articles of a current issue. Periodical articles may be copied only after a certain interval following its publication.

Please fill in an application form before photocopying.

Reminders

◆ Handle all library materials with care.

◆ Report any loss of or damage to any library materials. In some instances, you may be asked to cover costs incurred for lost or damaged materials.

◆ Be quiet in the Quiet Study Space and the Reading Space. In other spaces, please be respectful of others.

◆ Eating and smoking are not allowed in the library. Drinking is allowed in the Cafe Space, the Lounge, and the Quiet Study Space. For more information on this, please refer to the sign in each place.

◆ Set your mobile phone to silent mode and refrain from talking on the phone in the library.

◆ Keep your valuables with you at all times.

◆ Taking pictures of reading materials with your mobile phone is prohibited. The noise may disturb other library users.

Campus Map



お茶の水女子大学附属図書館
Ochanomizu University Library

2-1-1 Otsuma, Bunkyo-ku, Tokyo 112-8610, Japan

Circulation Desk

Tel: +81-3-5978-5838 FAX: +81-3-5978-5933

E-mail: lib-serv@cc.ocha.ac.jp URL: <http://www.lib.ocha.ac.jp/>

Brochure Design: Maoko Yanagida

Ochanomizu University Library Information

Vision of Ochanomizu University Library

Ochanomizu University Library is an institution committed to intellectual exchange across barriers of time periods and borders, and working as an academic infrastructure to create and disseminate knowledge to the next generation.

It aspires to provide a space where all users of the library can find intellectual enrichment.

Library Hours

The library is closed on Japanese national holidays.
Library hours may change. Please visit the website for further details.

Regular Term:

Mon.- Fri. 8:45am-9pm

Sat. 9am-5pm

Sun. Noon-5pm (occasionally closed)

Outside of Regular Term:

Mon.- Fri. 8:45am-5pm / 8:45am-7pm Closed on weekends

Information

■ People Permitted to Use the Library Facilities

- ◆ Students and faculty / staff of Ochanomizu University
- ◆ Students of Ochanomizu Senior High School
- ◆ Alumnae and retired faculty/staff of Ochanomizu University
- ◆ Alumnae of Ochanomizu Senior High School
- ◆ Students and faculty / staff of Atomi University and Japan Women's University
- ◆ Female residents of Bunkyo Ward
- ◆ Others given permission by the director of Ochanomizu University Library

- Those who have an IC card issued by the university (student/other ID cards) :
Please enter by scanning your card at the entrance gate of the Reading Space.
- Current students and faculty/staff without an IC card issued by the university,
alumnae and retired faculty/staff of Ochanomizu University :
A library card will be issued. Please contact the library staff at the circulation desk on the second floor.
- Others are requested to contact the library staff at the circulation desk on the second floor.

■ Days Closed

- ◆ Public holidays (If the public holiday falls on a weekend, the library is closed on the following Monday.)
- ◆ Weekends during vacation time
- ◆ Faculty staff holidays, inventory days, * School Festival (Kiin-sai), School Foundation Day (November 29th), December 28th-January 4th
- ◆ Days of the National Center Test for University Admissions, entrance examination days, maintenance days *
※ The first floor and the Quiet Study Space on the second floor are open.
Library may be closed temporarily.

Please visit the library calendar on the library website for more information.
<http://www.lib.ocha.ac.jp/>

■ Borrowing and Returning Items

- ◆ When you borrow books, you need your university ID card or library card.
Please use the self checkout machines near the circulation desk.
- ◆ During library hours, please return books you borrowed to the circulation desk. When the library is closed, books may be returned to the book drop at the entrance of the library.

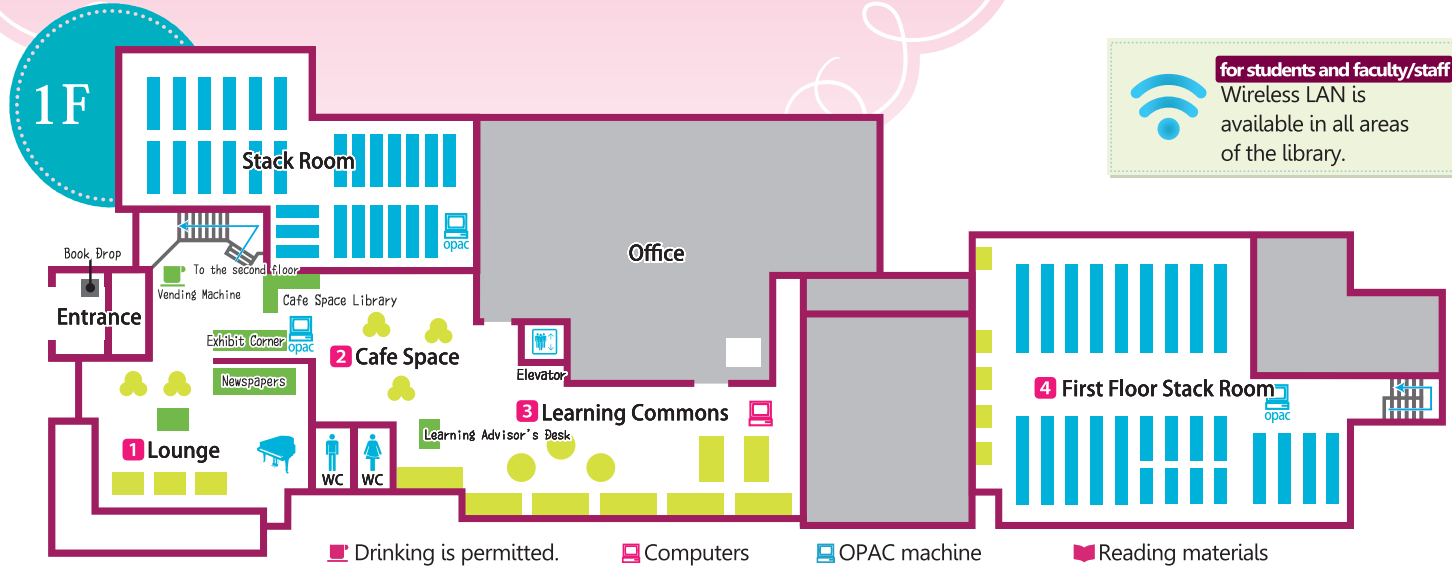
- Books can be extended once before the due date. Audiovisual materials cannot be extended. You can extend from your library account online. It is not necessary to bring books.
- If you have an overdue book, you may not borrow or extend any books. After returning the overdue book, you cannot borrow any items for a period equal to the time that the book was kept beyond its due date.

	Books	Audiovisual materials
Undergraduate students (1st-3rd year)	10(2weeks)	3(1week)
Undergraduate students (4th year), Graduate students Part-time lecturers	20(4weeks)	
Research students	10(2weeks)	
Faculty, Emeritus professors	20(8weeks)	
Staff, Retired faculty/staff	10(4weeks)	
Senior high school students, Alumnae, Part-time staff	5(2weeks)	1(1week)
Citizens of Bunkyo Ward	5(2weeks)	

※ Borrowing period for books except audiovisual materials is extended during vacation periods.
(Except for the citizens of Bunkyo Ward)

<http://www.lib.ocha.ac.jp/>

Library Map



1 Lounge

A relaxation space where you can read materials such as daily newspapers and magazines. Piano concerts are held here once a month.

2 Cafe Space

An ideal space for study groups where you can talk and drink coffee. Various events also take place here.

3 Learning Commons
for students and faculty/staff

You can use a computer here, or bring your own laptop. A Learning Advisor is on duty to answer computer questions.

4 First Floor Stack Room

The First Floor Stack Room is available to all users. Please go down the stairs in the Reading Space on the second floor. This stack room closes 30 minutes before the library's closing time.



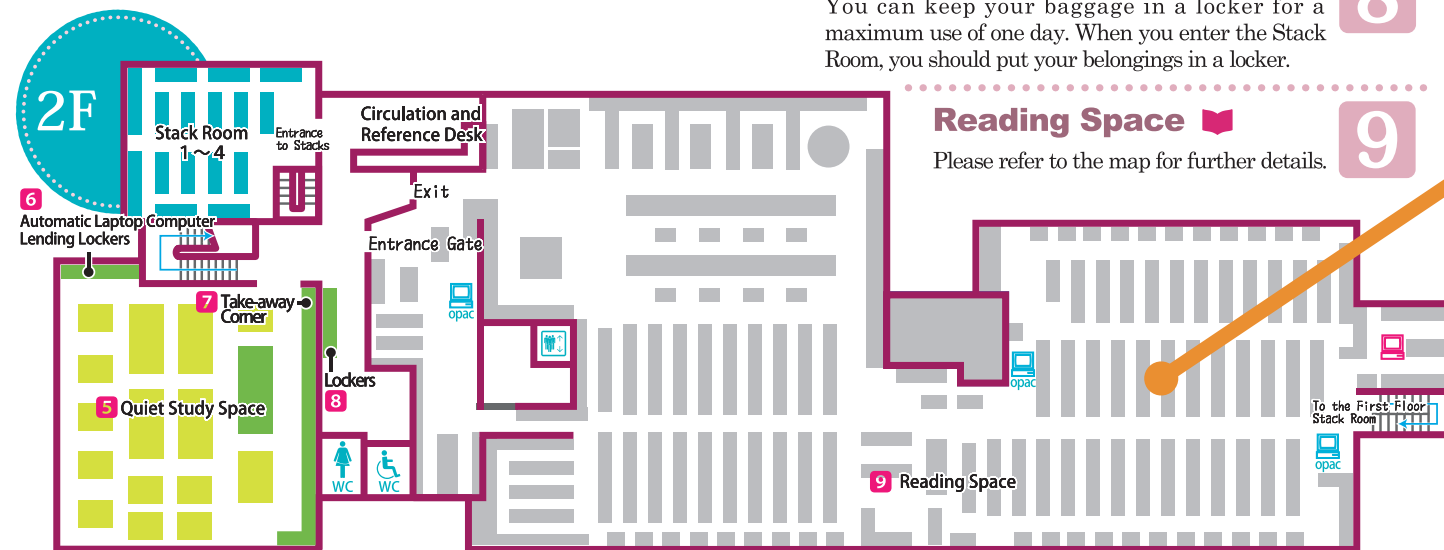
Lounge



Cafe Space



Learning Commons



Stack Rooms 1~4

Stack Room 4
Dissertations/Materials of Ochanomizu University/Special collections

Stack Room 3
Back issues of reduced-sized newspaper
Back issues of white papers
Back issues of census Official gazette

Stack Room 2
Bulletins of Ochanomizu University
University bulletins(A~T)

Stack Room 1A
University bulletins(T~)
College bulletins / Periodicals(A~F)

Use of the Stack Rooms

- Students and faculty/staff can enter Stack Rooms 1~3. Please apply for use of the Stack Rooms at the circulation desk. (The Stack Rooms close 10 minutes before the library's closing time.)
- No library user may enter Stack Room 4 or the archive. Please apply at the circulation/reference desk for materials from Stack Room 4 and from the archive.
- All library users may enter the First Floor Stack Room.

Stack Room 1B
Periodicals(F~) / Journals of the Ministries and the public institutions / Journals related to libraries and information Booklets of publishers and book shops

Quiet Study Space

A study room which seats about 100 people. Only drinks with caps are permitted.

Automatic Laptop Computer Lending Lockers

Automatic Laptop Computer Lending Lockers are located in the Quiet Study Space. There are 40 laptop computers available, and you can check one out with your ID card and use it in the library for that day. More lending lockers are situated in the Reading Space, providing 34 laptop computers for use only in the Reading Space. If you are a research student, you may not use these lockers.

Take-away Corner

Books and magazines placed here can be taken for free.

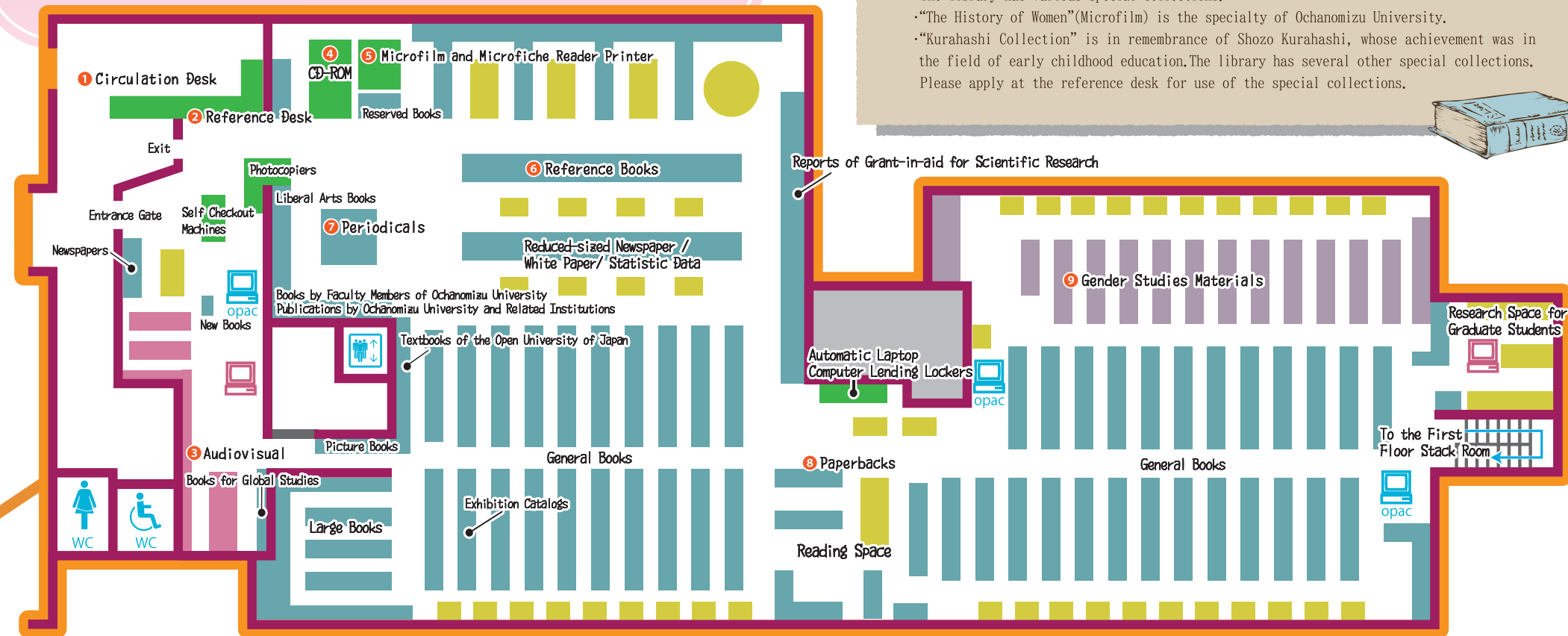
Lockers

You can keep your baggage in a locker for a maximum use of one day. When you enter the Stack Room, you should put your belongings in a locker.

Reading Space

Please refer to the map for further details.

Reading Space Floor Plan



1 Circulation Desk

You can borrow or return books here and you can also apply for use of the Stack Room.

2 Reference Desk
Mon. - Fri. 9am-Noon, 1pm-5pm

You can make an inquiry about the use of the library, request copies of literature, interlibrary loans, and have letters of introduction issued.

3 Audiovisual

You can use audiovisual materials such as video tapes, DVDs, and CDs in this section. Some have a sticker that says "loanable", which indicates that this item can be borrowed for a week. It is also possible to bring and use other personal audiovisual materials for your study or research.

4 CD-ROM

You can use CD-ROMs and DVD-ROMs such as encyclopedias, dictionaries, and databases with the computers available here. **Please bring your own paper for print-outs.**



In each section, materials are shelved by call number which appear on the spine of the materials.

Other services

- ❖ Lending of the appendix CDs, remote controls, mouses, headphones, and cloth bags.
- ❖ Issuing library cards.
- ❖ Information for visitors.

Special Collections of Ochanomizu University Library

The library has various special collections.
 • "The History of Women" (Microfilm) is the specialty of Ochanomizu University.
 • "Kurahashi Collection" is in remembrance of Shozo Kurahashi, whose achievement was in the field of early childhood education. The library has several other special collections. Please apply at the reference desk for use of the special collections.



5 Microfilm & Microfiche Reader Printer
Mon. - Fri. 9am-4:45pm

You can read the library's microfilm and microfiche in the reader printer. Please apply for use at the circulation / reference desk.

Black and white - ¥30/sheet, Color - ¥60/sheet (Visitors : Black and white - ¥40/sheet, Color - ¥80/sheet)

6 Reference Books

There are reference books such as encyclopedias, dictionaries, handbooks, and chronologies. Please use them in the Reading Space.

7 Periodicals

Current periodicals and back issues from the past year are available.

8 Paperbacks

There are paperbacks by the following: Iwanami / Kodansha Gakugei / Kodansha Gakujutsu / Chikuma Gakugei / Kobunsha classic new translation / Penguin books.

9 Gender Studies Material

Books are shelved by call number, and are available for loan. Foreign periodicals are shelved in alphabetical order, and the Japanese periodicals are shelved in order of the Japanese alphabetical system.