

Inter-Library Loan (ILL)

To obtain or borrow from other libraries

Most materials unavailable in the University can be borrowed or photocopied from other libraries. (Fee and postage fall on users.)

Using other university libraries

If you go to other university libraries, you need a letter of introduction.

The necessary documents are issued at the counter. (except for external borrowers)

The Regional Alliance Service

The Alliance Service with Otaru City Library

Regular members of OUC (the students, faculty and staff of OUC) can borrow books from Otaru City Library through OUC Library.

External borrowers can borrow books from OUC Library through Otaru City Library.

Borrowing Service at Otaru Station Plaza

External borrowers can borrow OUC Library's books at the place which is called Otaru Station Plaza (Yume Port) in front of JR Otaru Station.

Home Delivery Service

There is the home delivery service for the elderly and disabled persons (external borrowers) who are unable to come to the library. (Postage fall on users.)

Library tours

We are offering periodically our Library tours as well as guidances for efficient researching.

Please visit our Library website for the announcement.

Request · Demand

OUC Library welcomes your feedback on its resources, services and facilities.

If you have any suggestions or comments to the library, please write them in a paper, and put it into the suggestion box on the library counter, or use the form available from the library's website.

URL: <http://echobox.hp.infoseek.co.jp/echobox.html>



Reading room (Open-stacks) (2 F)



Karl Marx, **Das Kapital**, Bd. 1.
Hamburg, 1867
O 4.2||2502||83779
(no Collection)

National University Corporation Otaru University of Commerce Library

〒(Zip code, Japan) 047-8502
3-5-21 Midori, Otaru, Hokkaido, Japan
TEL: 0134-27-5273 FAX: 0134-27-5278
E-Mail: lib-unyo@office.otaru-uc.ac.jp
URL: <http://www.otaru-uc.ac.jp/htosyo1>

国立大学法人小樽商科大学附属図書館利用案内



Otaru University of Commerce LIBRARY Guide for Users



Opening Hours

[Semesters]

Monday ~ Friday	8:45 ~ 22:00
Saturday	10:00 ~ 19:30
Sunday	10:00 ~ 17:00
National holidays	10:00 ~ 17:00
University Foundation day (July 7th)	10:00 ~ 19:30 (Sunday closed: 17:00)

[Vacations (Spring, Summer, Winter)]

Monday ~ Friday	8:45 ~ 17:00
Saturday, Sunday	10:00 ~ 17:00
National holidays	10:00 ~ 17:00

Closing Days

Year-End and New Year's Holidays

Subsequent changes will be posted on each occasion. Please check our website.

<http://www.otaru-uc.ac.jp/htosyo1>

ARS LONGA VITA BREVIS (Art is long, life is short)

Registration

Members of the University can use their student ID or staff ID as a Library ID Card.

A Library ID Card can be issued for the other users who want to borrow library's books (at the Circulation counter).

External borrowers

Our materials are available to external borrowers.

If you want to read and to borrow our materials, please check out the material(s) at the counter with your identification (driver's licence, passport, etc.).

Open to the public

When you enter or exit our library, please go through the entrance/exit gate.

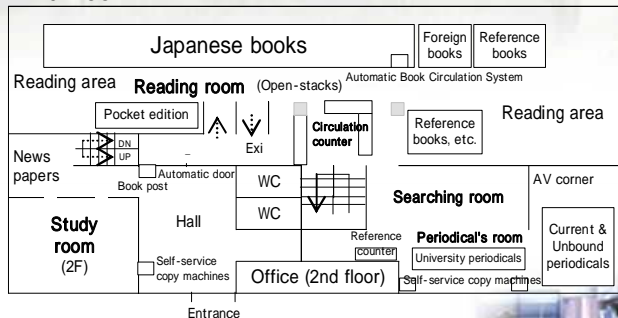
When you enter, please swipe your student card or ID card through the card-reader to open the entrance gate.

Besides, please check out at the counter, even if you want to go out with materials in a short time.

Persons having an implanted pacemaker

Please contact counter staff before passing through the gate in order to prevent from any effect resulting from an interaction between the device and your implanted pacemaker.

2nd floor



1st floor: Stacks

Books (Japanese/Foreign)
Periodicals (Japanese/Foreign)
News papers, etc.

3rd floor

Study rooms (General/Graduate student)
Legislative & Statistical materials room
Rare books exhibition room
Director's room. Library office

How to use library materials

Reading

Open stacks

You can read materials on the 2nd floor freely.

After reading the books, please return them to the place where you found them.

Closed stacks

Please fill in the order form at the counter if you want to read materials on the 1st and 3rd floor.

Borrowing

Please bring books to the counter with your ID card.

Or you can borrow materials by using the Automatic Book Circulation System (ABC-II).

Circulation Policy

Borrower Categories	Volumes	Loan Period
Professors	5 0	1 year
Staff	5	1 month
Graduate students	3 0	2 months
Undergraduate students	1 0	1 month
Emeritus professors	2 0	6 months
Special users	2 0	6 months
External borrowers	3	1 6 days

Books on the 2nd floor loan period: 1 month

(except for external borrowers)

Materials not for loan:

Rare or valuable books, Reference books,
Newly arrival books, Statistical materials,
Graduation theses, Periodicals.

Renewals

Items may be renewed, unless required by another reader. For renewal, please bring corresponding the item(s) with your ID card to the counter (or the Automatic Book Circulation System by yourself).

Returns

Please return books to the counter (or the Automatic Book Circulation System by yourself) during the loan period.

Reservations

You can reserve a book which is on loan.

Please fill in the reservation form at the counter.

How to research for materials

Our materials are arranged by our original classification system in our library.

You can search for some materials through the OPAC (Online Public Access Catalog).

Card catalogs and special collections also have booklets.

OUC (Otaru University of Commerce) OPAC

URL: <http://opac.ih.otaru-uc.ac.jp/>



Information retrieval

We have many databases and electronic journals in the searching room.

You can research them through the OPAC, various databases and electronic journals where materials are located on.

You can search for the undergraduate and graduate theses in our university.

A glossary of electronic journals is also available on our website. (URL: <http://www.otaru-uc.ac.jp/htosyo1>)

Reference service

You can ask a librarian any questions at the counter, or please fill in the reference order form.

(For example)

- How to use the library . How to find the materials.
- How to research materials. How to get literatures.
- Introductions about literatures and news.
- How to use electronic journals and other questions etc.

Photocopying

We have a self-service copy machine in the library.

You can get a copy card at the University Co-op.

When you photocopy materials, please observe the copyright law.

Please fill in the Photocopy Request form.