

For Using the Library of Economics

Preparation for Entering the Stacks

1st STEP

... and efficiency in economic development : essays in honour of Benjamin Higgins / edited by Donald J. Savoie and Irving Brecher

☐ Hide book details.

Location	Volume	Call No.	Barcode No.	Status	Collection	Printed	Comments
Eco.Lib.		1-A:635	5511054636				

☐ Hide details.

Publisher	Montreal : McGill-Queen's University Press
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Most of the books are in the closed stacks.

At first, check the OPAC !

You need the CALL NUMBER and the TITLE

of the book you are looking for.

* Materials in open shelves

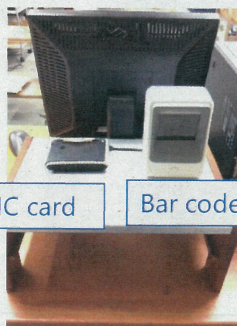
→ reserved books, new-arrival books and journals

* Request at the circulation desk

→ Bachelor's theses, master's theses, CD-ROM, micro film.

2nd STEP

Entrance of the Stacks



Be careful not to hit
your head at the
entrance of the stacks.

The person using an IC
chip card, please put
your card on the left
card reader. The person
using a bar code card,
use the right side.

Put your baggage into
the locker.
Please **bring your
valuables with you.**
Anyone can use the
clear bag freely.

3rd STEP

Let's Confirm the Place of the Document

〈資料配架場所早見表 List of location〉 2018.7.6現在			
和書 (Japanese books)			
請求記号 (Call No.)	配架場所 (Location)	86:1~215	BF (030号室)
1	1 F	86A~86D	2 F
1-A	BF (Aブロック)	87	BF (Cブロック)
2	BF (Fブロック)	88~89	BF (Aブロック)
2-A	BF (Aブロック)	89A	2F 一部BF (130号室)
3	BF (Dブロック)	89C	BF (Cブロック)
4~5	1 F	90	7 F
5-A~B	BF (Aブロック)	90: 1~: A~Z	BF (Bブロック)
5-C	1 F	(請求記号の2位目がアルファベットの場合は ex. 90A)	
5-D	BF (Aブロック)	大型本	BF (Aブロック)
5-E~G, 6	1 F	洋書 (Foreign books)	
7	BF (Aブロック)	請求記号 (Call No.)	配架場所 (Location)
8~11	1 F	1	1 F
11-A, 12:1~1530	BF (Aブロック)	1-A	BF (Block C)
12:1531~13	1 F	2~3	1 F
13-A	BF (Aブロック)	3-A	BF (Block F)

After checking a call number in OPAC, find the location of the material from the list.

Japanese books are colored **YELLOW**, foreign books are colored **BLUE**.

13 of Japanese book → **1F** → **1st floor**

1-A of foreign book → BF “**Block C**” → **Basement block C**



This map shows the location of the book you are looking for on each layer.

There is a direct intercom to the circulation desk.

Check emergency exit and evacuation route.

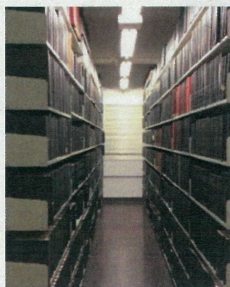
The entrance of the stacks is located on the 4th layer of the stacks. When you return to the entrance, push the “4” button on the elevator.

DO NOT use the elevator in an emergency! If you use an elevator in an emergency, you may be shut in.

4th STEP

How to Use the Stack!

1st~7th Floor

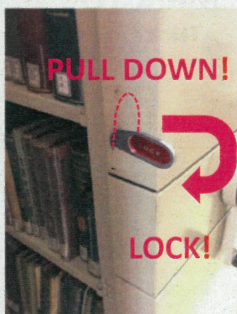
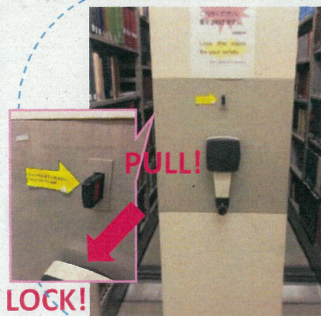


When you take books in the high place of the bookshelf, you can use a step.

When the earthquake happens, please go out of the aisle between the bookshelf immediately.

Basement Floor

The basement is divided into several blocks. (A,B,C,D,E,F block)
When you open a movable bookshelf, please make sure no one is between bookshelves.



Mechanical movable bookshelf

Turn the handle and slide a bookshelf for use.
Pull the knob and lock to fix the shelf.

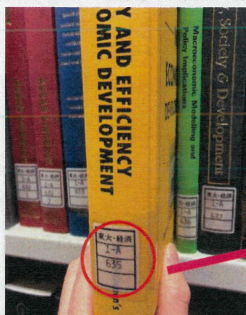


Electric bookshelf

Push a green button .
If the orange safety bar hits something, the shelf will stop immediately.

5th STEP

Borrowing and Copying Materials



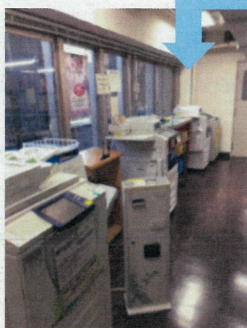
1-A:635 =

1-A
635

After picking out the book you are looking for, let's check out at the circulation desk.

To make a copy, use the copy machine on the 4th floor.

For COPY



**BACK TO
4TH FLOOR!**

**For BORROW /
USE in library**



Fill in a application form for copying, and please submit it, only as for the document in the library, in the range of the copyright, you can copy. Please return the book to the original position after finishing using it.

※ If you forgot where to return the book, give it to librarian.

When you leave the stacks, please don't forget to **put your ID card on a card reader again.**

When you bring out materials from the stacks, please show them with your ID.