

# The Library of Economics, the University of Tokyo Quick Guide

[For members of the Graduate School of Economics, Faculty of Economics]

The Library of Economics, the University of Tokyo consists of two departments: the Main Library and the Resources and Historical Collections Office (Shiryo-shitsu).

|                            | The Main Library   | Shiryo-shitsu  |
|----------------------------|--|--|
| Location                   | Akamon General Research Bldg. 3F                                     | Economics Research Annex (Kojima Hall) 3F                              |
| Materials                  | General Books, Academic journals, Graduation theses, master's theses | Rare books, Semi-rare books, Special materials, Doctoral dissertations |
| UTokyo OPAC location codes | Eco. Lib. / Eco. Lib. Reserved / Eco. Lib. Repository                | Eco. Lib. Resources / Eco. Lib. Vault                                  |

The following is a guide to the Main Library.

For more details, please visit our website. <https://www.lib.e.u-tokyo.ac.jp/english/>



## Library Hours

**Open** Weekdays 9:00-20:00 Saturdays 12:00-17:00

**Closed** Sundays, National holidays, New Year's holidays, Library maintenance days, etc.

\* Library hours may change in August.

## User Registration

**Students** Please enter your e-mail address in the [UTAS](#).

**Faculty and Staff** Procedures differ depending on your status. Please contact us for details on weekdays, 9:00-11:50, 13:00-17:00.

## Entering/Leaving the Library

Please touch the reader on the entrance/exit gate with your student/staff ID or library card.

## Using Stack Materials

Most of the library's materials are kept in the stacks.

- Those eligible to enter the stacks:
  - Faculty and staff of the Graduate School of Economics, Faculty of Economics
  - Graduate students in the Graduate School of Economics
  - Undergraduate students at the Faculty of Economics **who have gone through the short guidance**  
Please apply at the counter on weekdays, 9:00-11:30, 13:00-16:30.
- Please touch the reader with your student/staff ID or library card to enter/exit the stacks.
- Put your baggage in the locker.
- Please bring materials to the counter and present your student/staff ID or library card to take them out of the stacks.

## Borrowing/Returning Materials

- Please bring the materials to the counter and present your student/staff ID or library card.
- Except for some materials, you can return items from the Library of Economics to any UTokyo library.
- You can renew a book once before its due date if no one else has requested it. Please bring the materials to the counter or use [MyOPAC](#) to renew.

### Loan conditions

|                       |                      |   |
|-----------------------|----------------------|---|
| Faculty               | 100 items / 3 months | [Reserved books]<br>In-library use only |
| Staff                 | 5 items / 2 weeks    |   |
| Graduate Student      | 30 items / 2 months  | [Reserved books]<br>3 items / 1 week    |
| Undergraduate Student | 5 items / 2 weeks    |   |

## Photocopying

- You may photocopy portions of library materials within the limits of the Copyright Law using the copiers in the library. Please fill out the application form.
- Faculty and graduate students can use faculty expense copy cards. Please inquire at the counter.

## Book/Copy Delivery Request

- Please apply using [MyOPAC](#).
- You can request books from any UTokyo library to your Home Library (i.e., the Library of Economics) **for free**, except for books from the General Library or your Home Library.
- Book delivery from libraries outside the UTokyo or photocopy delivery are **paid** services. Prior application at the counter is required.

## E-journals / E-books / Databases

The [Literacy](#) site provides access to online resources available to the UTokyo members. Please refer to [User Guide](#) page for details.

