Use of Library Space

Personal Belongings

- You are responsible for managing your personal belongings and valuables at all times.
- Always take your valuables with you whenever you leave your seat.
- Do not leave your belongings unattended to save seats or leave your desk for long periods.

Library Materials

- Return all materials used in the library back to their original shelves.
- Please treat all library materials gently. Writing, underlining, highlighting, or tearing pages is strictly prohibited.
- Do not remove any library materials without properly checking them out.

Use of Loaned Materials

- Always return or renew your borrowed items by their due dates.
- Lending borrowed library materials to third parties (such as friends) is strictly prohibited.
- If you use sticky notes, please make sure to remove all of them before returning the items.

Disruption and Noise

- Please keep quiet in the library. Even in designated group study areas, please refrain from making loud noise.
- Set mobile devices to Silent Mode. Phone calls inside the library are not permitted.
- Ensure sound from your headphones/earphones does not leak out.
- Be mindful of heavy typing sounds when using laptops or keyboards.

General Regulations

- Users who cause a disturbance to others or refuse to follow staff instructions may be asked to leave the premises.
- Photography inside the library is generally prohibited. If you need to take photos for a specific reason, please consult at the Service Desk.

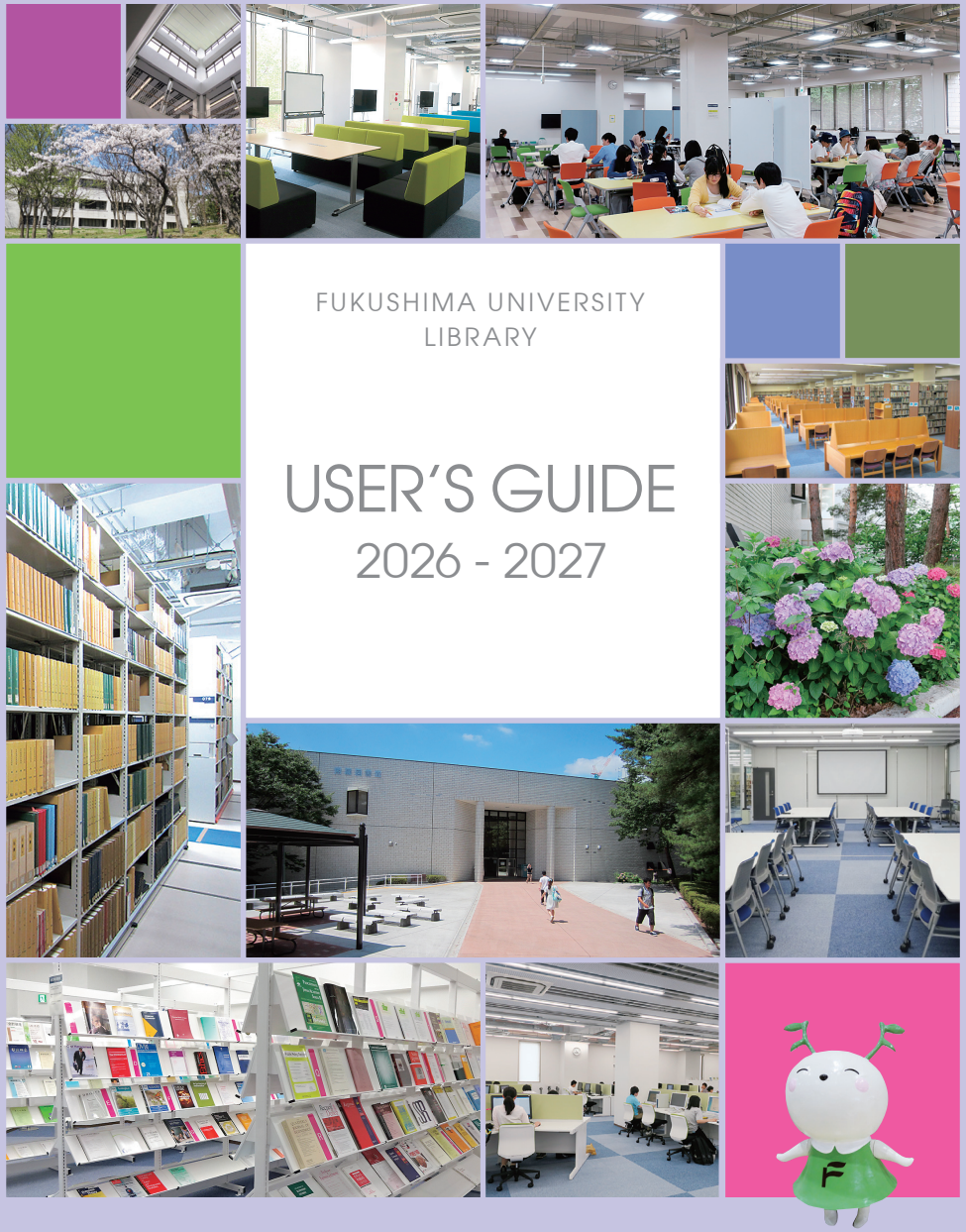
Food and Drink

- Only covered beverages, such as plastic bottles, are permitted in the Reading Areas.
- Meals (including snacks) are strictly limited to the following designated areas:
  1) Eating & Drinking Area: 1st Floor of the Main Building (all day)
  2) ARIYA Commons 1: 1st Floor of the Main Building
  (11:00a.m. to 2:00p.m. only).

  Eating is not permitted on the 2nd floor of the Main Building or anywhere in the Annex.
- To maintain a pleasant study environment, foods that are noisy, strong-smelling, or liquid-based (e.g., soups or noodles) are prohibited, as they may disturb others.

sabisu@lib.fukushima-u.ac.jp TEL.024-548-8087 (Service Desk)

2026.10



FUKUSHIMA UNIVERSITY LIBRARY

USER'S GUIDE

2026 - 2027

FUKUSHIMA UNIVERSITY LIBRARY

https://www.lib.fukushima-u.ac.jp/

☆Fukushima University has concluded a naming rights partnership agreement with Fukushima Nissan Motor Co., Ltd. Under the partnership, the library is known as "FUKUNICharge Library."

Make the Most of Your Library Experience

Today's university libraries are no longer just quiet places for reading and studying alone. Many now feature Learning Commons—spaces designed to support diverse study styles, where students can collaborate and engage in group study.

At Fukushima University Library, you'll find three unique Learning Commons, ranging from quiet individual seats to group study areas.

We encourage you to visit, explore different learning environments, and choose the perfect spot based on your needs and mood each day!

Contents

- Opening Hours & Closed Days/Entry & Exit 1
- Floor Map 2
- Equipment Loans/Photocopying Services/Accessing Materials in the Book Stacks 7
- Borrowing Materials 8
- Returning Materials/Renewal/Reservation 9
- Book & Document Delivery/Purchase Request/Visiting Other University Libraries/ Lost and Damaged Items 10
- [Column] Let's Make Use of Fuku-Fuku Net! 11
- How to Find Materials 12
- Fukushima University Repository/Earthquake Disaster-Related Archives/ Online Databases 16
- MyLibrary 17
- Use of Library Space/Food and Drink 18

MyLibrary

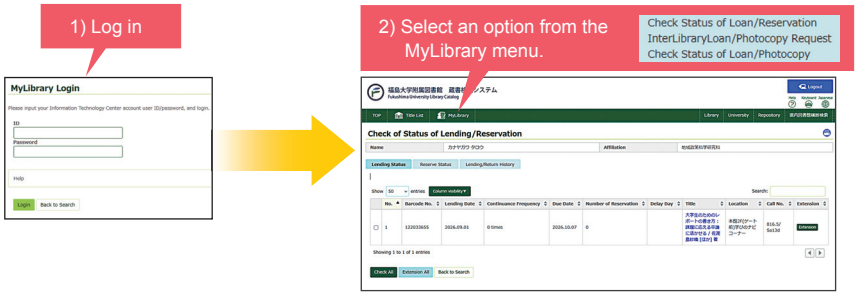
"MyLibrary" is your personal online portal to manage your library activities.

- "How many books do I currently have checked out?"
- "My books are due today—can I renew them without visiting the library?"
- "What was the title of the book I borrowed a while ago?"
- "Which book did I reserve on the OPAC recently?"

MyLibrary is here to help with all of these questions!

How to Access & Log in:

You can log in directly from the Library Homepage or the OPAC system.
https://www.lib.fukushima-u.ac.jp/



MyLibrary Services for Students

Service	Description & Features
Check Status of Loan/Reservation	○View your currently checked-out items and their due dates. You can also renew your loans once. ○View items you have currently reserved. ○View a list of books you have borrowed in the past.
Interlibrary Loan/ Photocopy Request	○Request article/paper photocopies from other university libraries. ○Request to borrow physical books from other university libraries. ○Request books and materials from Fukushima Prefectural Library or Fukushima Medical University Library (Fuku-Fuku Net).
Check Status of Loan/ Photocopy	○Check the current progress and status of your interlibrary loan, document delivery, or Fuku-Fuku Net requests.

Fukushima University Repository FUKURO

https://ir.lib.fukushima-u.ac.jp/repo/repository/fukuro/

The Institutional Repository (FUKURO) is an open-access platform that collects, preserves, and freely distributes the academic and educational outputs produced by Fukushima University faculty and researchers. You can search for university publications, research papers, and academic articles, and read the full text directly via downloadable PDFs.

Fukushima University Library Earthquake Disaster-Related Archives

In response to the impacts of the Great East Japan Earthquake, Fukushima University has engaged in a wide range of recovery and reconstruction initiatives, generating numerous research findings through these efforts. The "Earthquake Disaster-Related Archives" collects, organizes, preserves, and publicly shares materials centered on these disaster-related research outcomes and activity records, making them accessible to all.

https://www.lib.fukushima-u.ac.jp/repo/repository/shinsai/

Online Databases

Fukushima University subscribes to a wide range of online databases essential for academic research and study. You can access them via "データベース一覧" or "電子ブック・電子ジャーナル" on the Library Homepage. We also hold Workshops to help you learn how to use these databases.

	Database		Contents
Domestic	朝日新聞クロスサーチ Asahi Shimbun Cross-Search	Newspaper	Includes Asahi Shimbun articles from 1985 to present, Shukan Asahi, AERA, reduced-size facsimile editions (post-war Shōwa & Heisei eras up to 1999), and the encyclopedia Chiezō.
	マイサク Maisaku	Newspaper	Covers Mainichi Shimbun articles from its inaugural issue in 1872 to present, Weekly Economist, Mainichi Yoron Public Opinion Polls, and major 20th-century news events.
	福島民報データベース Fukushima Minpo Database	Local Newspaper	Access full text and page images of the local newspaper Fukushima Minpo from its first issue (Aug 1, 1892) up to yesterday's edition, including special features, supplements, and extra editions.
	みんゆうデジタルアーカイブ Minyu Digital Archive	Local Newspaper	Full-text articles, headlines, and page images of Fukushima Minyu Shimbun from Nov 25, 1899 to present. Includes final morning editions, regional sections, supplements, and extras.
	日経バリューサーチ Nikkei Value Search	Business & Economic Newspaper	Provides comprehensive content on companies and industries, including articles and breaking news from Nihon Keizai Shimbun (Nikkei) group publications from 2000 onward.
	JapanKnowledge Lib	Dictionaries & Reference Works	Contains multilingual dictionaries, encyclopedias, biographical dictionaries, subject-specific dictionaries, and major book series (e.g., Tōyō Bunko, Complete Works of Japanese Classical Literature).
	Westlaw Japan	Legal Information	Comprehensive Japanese legal database containing statutes, case law, administrative decisions, books, journal articles, literature indexes, and legal news from historical records to current updates.
	ルーラル電子図書館 Rural Electronic Library	Agriculture & Food Science	Searchable database covering agricultural technology, farm management, pest control, pesticides, food processing, sales, rural community development, and food culture. Includes periodicals (such as Gendai Nōgyō), reference books, and videos.
Foreign	Science Direct	Academic Journals & Articles	Full-text database provided by Elsevier covering science, technology, medicine, and social sciences with access to over 2,500 peer-reviewed journals.
	Scopus	Abstracts & Citation Database	World's largest abstract and citation database by Elsevier. Broadly covers peer-reviewed serials, conference proceedings, and books across STEM, social sciences, and humanities.
	Springer Nature Link	Academic Journals & Articles	Provides full-text access to approximately 2,200 electronic journals published by Springer Nature.
	EBSCOhost <Academic Search Ultimate>	Multi-disciplinary Journals & Full Text	An aggregator database providing bibliographic info and full-text articles across social sciences, humanities, natural sciences, medicine, and psychology.
	CAS SciFinder Discovery Platform	Chemistry, Sci-Tech & Life Sciences	All-in-one search system for scientific literature, patents, chemical substances, reactions, physical properties, regulatory information, chemical catalogs, and analytical methods.
	MathSciNet	Mathmatics	A comprehensive bibliographic and review database provided by the American Mathematical Society (AMS), covering mathematical literature worldwide.

Back issues of e-journals are also available.

Opening Hours & Closed Days

Opening Hours

	Semester / Exam Periods	Break Periods
Monday – Friday	9:00am - 8:45pm	9:00am - 5:00pm
Saturday	11:00am – 6:00pm	11:00am - 5:00pm
Sunday		Closed
Holidays	Closed (Open 11:00am to 6:00pm during exam period only)	

Please check the library website for the latest opening schedule.

Closed Days

- University-wide summer closure period (August)
- Year-End & New Year Holidays (December 26 - January 4)
- Common Test for University Admissions days (January)
- Days deemed necessary for maintenance or management by the Library Director

Entry & Exit

- 1st Floor (Main Building): You can enter freely through the main entrance.
- 2nd Floor (Main Building) & Annex: Take the stairs or elevator to the 2nd floor of the Main Building, then swipe your Student/Staff ID card at the entrance gate to open it.
- Exiting: You do not need your Student/Staff ID card to leave. The exit gate will open automatically.



Please swipe your Student / Staff ID card through the card reader.

Note

※Please always bring your Student/Staff ID card with you when visiting the library.
※If the gate does not open due to an error, please ask the staff at the Service Desk for assistance.
※If you are carrying items that haven' t been checked out, the exit gate will not open.

1F Open Learning Space / Book Stacks

Eating & Drinking Area

Eating and drinking are allowed throughout the day in this area.
Lounge: A place to relax and take a break between studying and research.
Collaborative Zone: A space to gather and interact with students across different departments and faculties.

ARIYA Commons 1

A convenient, casual learning space located right near the main entrance. Desks, chairs, and whiteboards can be moved freely for collaborative group study with discussion. Single-occupancy seats with power outlets are also available along the windows. Food and drinks are permitted from 11:00 am to 2:00 pm only. Please follow the eating guidelines.



Presentation Area (Reserved Use Only)

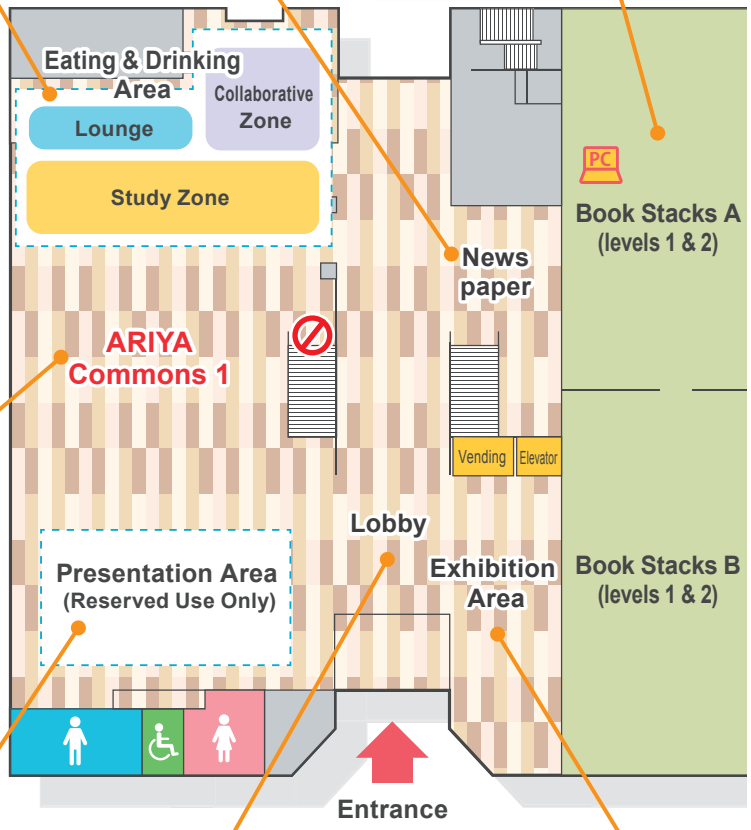
Available for library orientations, lectures, and various events.
【Reservation required】

Newspaper

Offers several types of newspaper, primarily daily papers. Newspapers from the past 2 months are freely available for browsing.

Book Stacks

Houses over half of the library's collection. Faculty members and graduate students can enter from the 2nd floor (Level 3) after completing a quick registration at the Service Desk.



Lobby

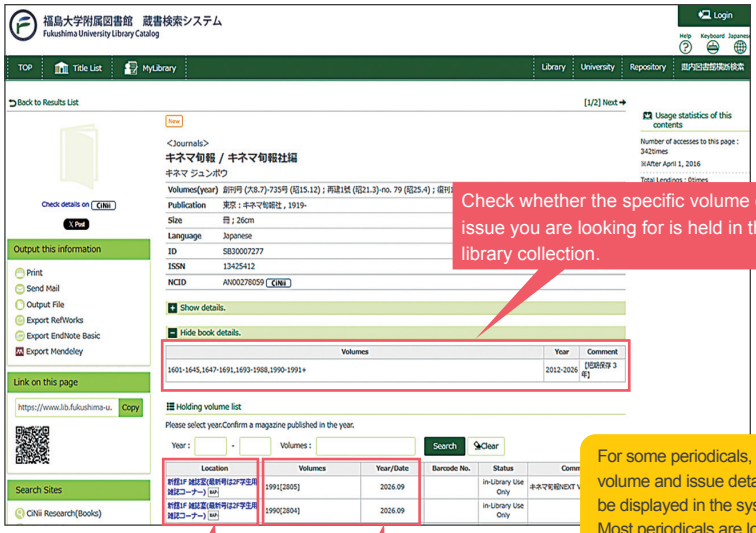
Can be used for exhibitions by departments, laboratories, seminars, or student clubs.
【Reservation required】

Exhibition Area

Features displays of academic research and materials related to the Great East Japan Earthquake collected by the university.

Periodicals

■ Search Results List/Detailed View



Check whether the specific volume or issue you are looking for is held in the library collection.

Check the location

Holdings by volume/issue

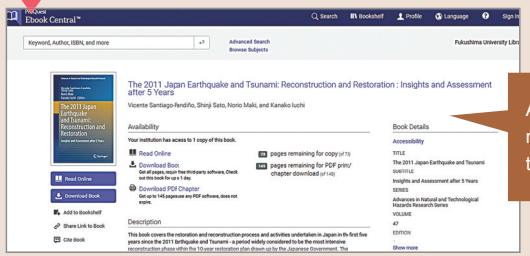
For some periodicals, individual volume and issue details may not be displayed in the system.
Most periodicals are located on the 1st Floor of the Annex.
If you cannot find the item or location, please feel free to ask at the Service Desk.

Let's Make Use of E-Books and E-Journals

You can search for e-books and e-journals using OPAC and read full-text content directly on your computer.

URL	Location	Volume	Call No.	Barcode No.	Status	Comments	ISBN	Printed	Reserve	Restriction
URL	Online Access			EB0077248	in-Library Use Only		9783319586915			in-Library Use Only

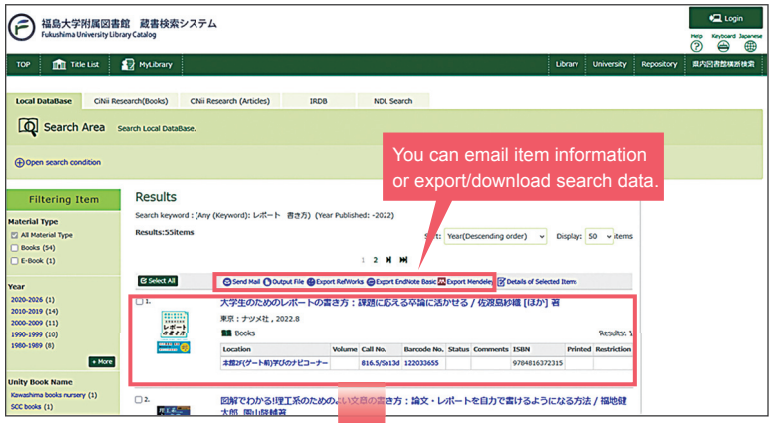
Click the icon.



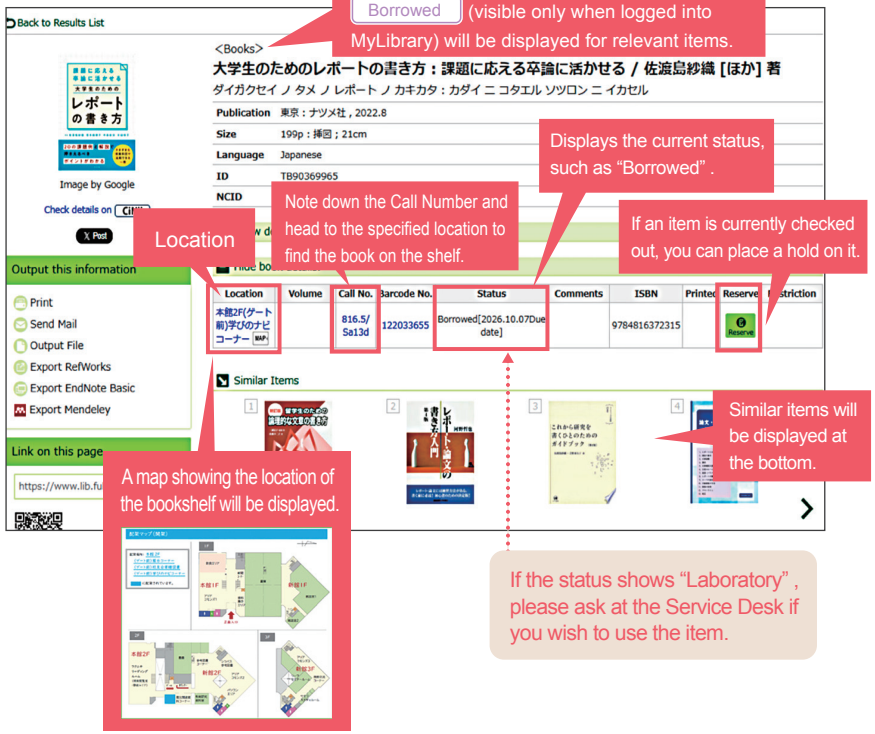
Access to the full text is restricted to devices connected to the On-Campus Network.

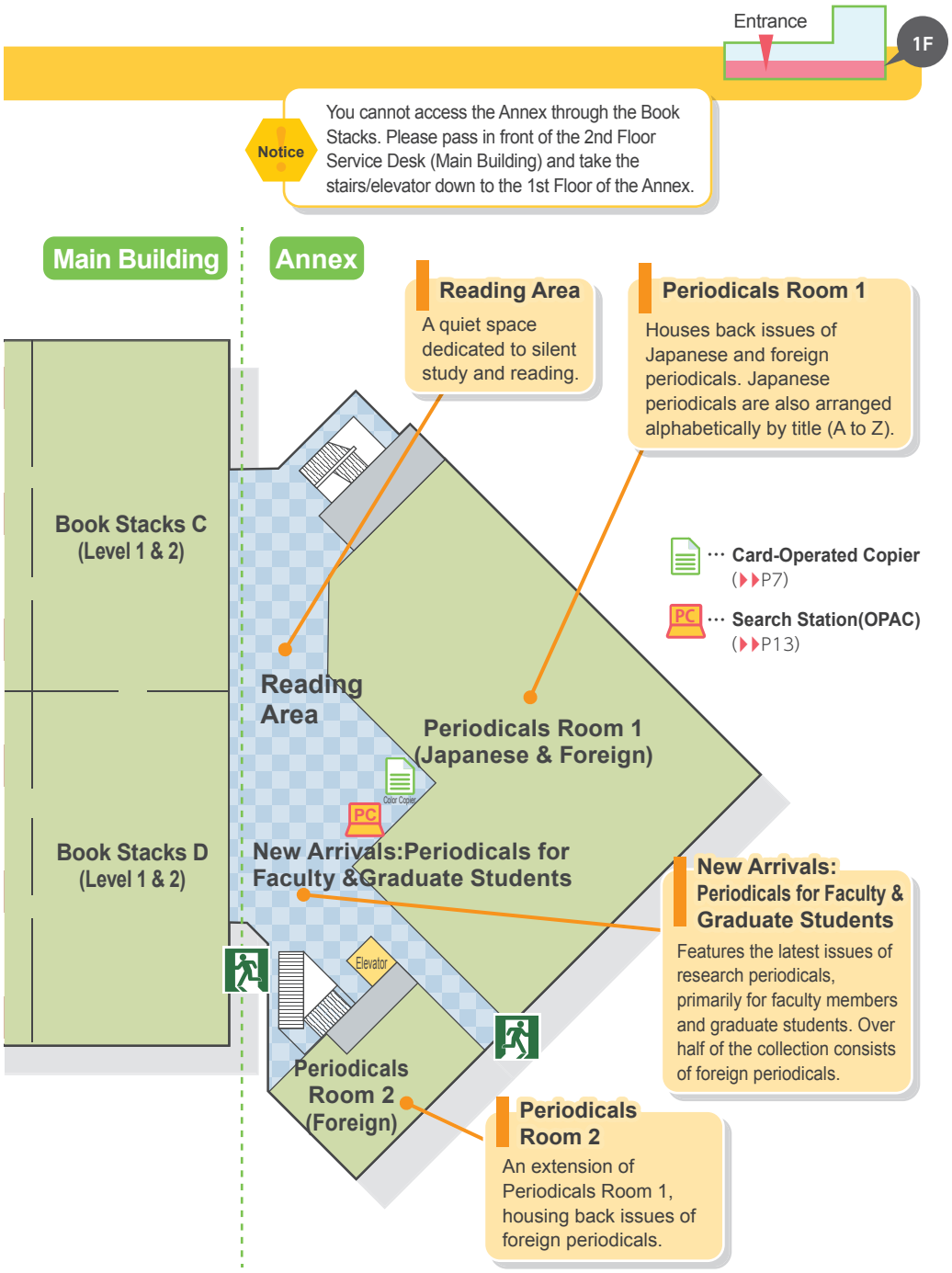
Books

Search Results List



Detailed View





2F Multi-purpose Study Floor

··· Coin-Operated Copier (▶▶P7)

··· Card-Operated Copier (▶▶P7)

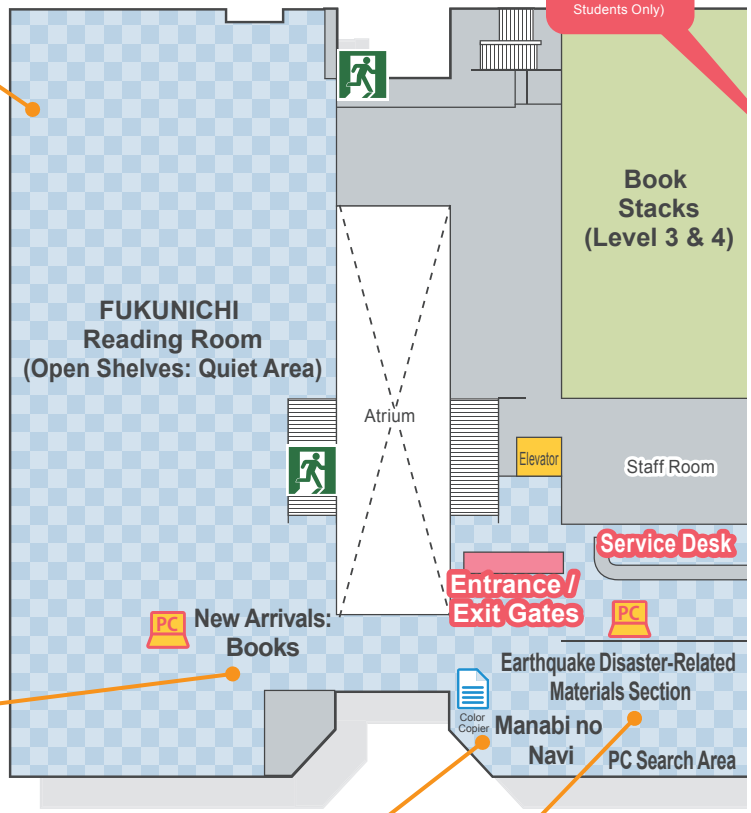
PC ··· Search Station(OPAC) (▶▶P13)

FUKUNICHI Reading Room (Open Shelves: Quiet Area)

Houses approximately 100,000 academic books for study. This space offers a traditional, focused library atmosphere. Please study quietly here.

New Arrivals: Books

Features recently acquired books. Please check them out regularly.



Manabi no Navi

Offers books on academic writing, presentation skills, and other study techniques.

Earthquake Disaster-Related Materials Section

Contains a collection of materials on the earthquakes, nuclear disasters, volunteer works, and related topics.

How to Find Materials 2 ～ Search Using OPAC(Library Catalog) ～

What's OPAC?

Online Public Access Catalog

- Find books, periodicals, and materials held by Fukushima University Library.
- Accessible 24 hours a day, including off-campus access.

▶▶ https://www.lib.fukushima-u.ac.jp/opac/opac_search/

You can also access it via the link on the Library Homepage.

Search Panel

OPAC offers both **Simple Search** and **Advanced Search.** You can also browse various lists and check the collections of other university libraries.

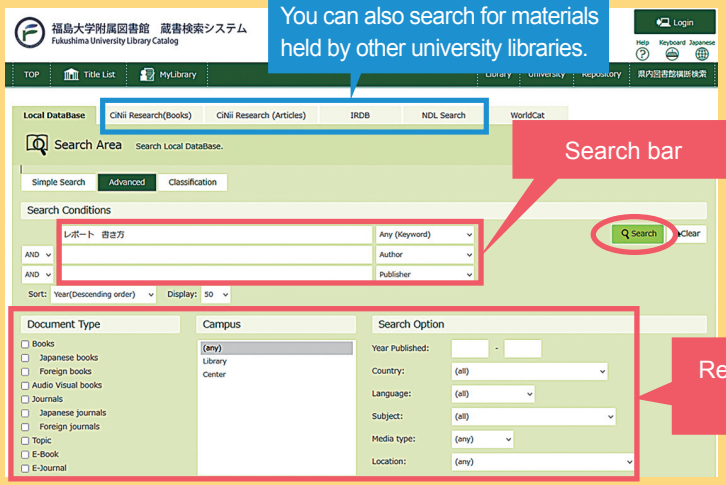
■ Simple Search



Next page

When you want to narrow down your search

■ Advanced Search



■ Useful Features

Title List Easily browse lists of books on Syllabus Reading Section.

MyLibrary Log in to MyLibary(▶▶P17)



How to Find Materials 1 / Browsing the Bookshelves

Books

Books in the library are classified by "Nippon Decimal Classification." A book's call number is attached to the spine of each book.

Call Number Label

【Example】『憲法五十年の展望１　統合と均衡』
佐藤幸治ほか著

323.1
Sa85k
1

…Classification Number: **323.1(Japanese Constitution)**

…Author Code: **Sa85(Author Code)+ k(First Letter of Book Title)**

… Volume Number: **1**

How Books Are Arranged on the Shelves



Nippon Decimal Classification(Example)

As you read the classification number from left to right—1st digit ▶ 2nd digit ▶ 3rd digit—the subject becomes progressively narrower and more specific by dividing each topic into 10 sub-categories.

000	General Works
100	Philosophy
200	General history
300	Social science
400	Natural Science
500	Technology. Engineering
600	Industry and commerce
700	The arts. Fine arts
800	Language
900	Literature

300	Social science
310	Political science
320	Law
330	Economics
340	Public finance
350	Statistics
360	Society
370	Education
380	Customs, folklore and ethnology
390	National defense. Military Science

320	Law
321	Jurisprudence
322	Legal history
323	Constitutional Law
324	Civil Law
325	Commercial Law
326	Criminal Law
327	Judicial system and proceedings
328	Special law
329	International law

* In the Open Shelves (Reading Rooms), Japanese and foreign books are intermingled and arranged together in order of their Call Numbers.
* In the Book Stacks (Storage), Japanese and foreign books are shelved in separate sections.

Because books are arranged by classification, items on similar topics are shelved right next to each other. Taking a stroll through the aisles and browsing the shelves might lead you to some exciting and unexpected finds.

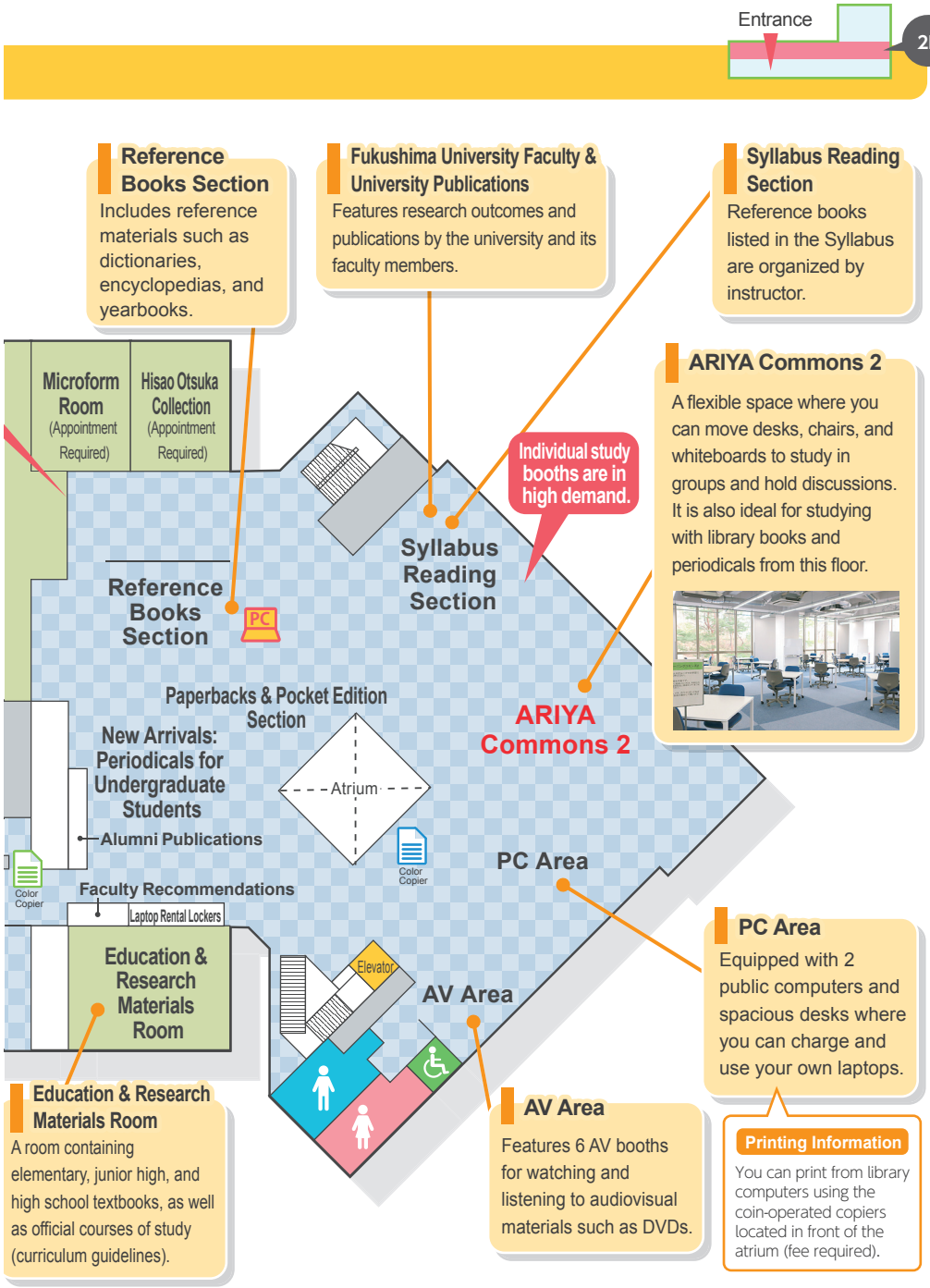
Periodicals

Periodicals are separated into Japanese and Foreign language sections and arranged in alphabetical order by title.

* Alphabetical order uses the Hepburn romanization system.
* Japanese titles are alphabetized using the Hepburn Romanization system.
* Periodicals are not categorized by subject, so they do NOT have Call Number Labels.
* In the "New Arrivals: Periodicals for Undergraduate Students" section, Japanese and foreign titles are shelved together.

Hepburn Romanization Examples:

shi (し), chi (ち)
tsu (つ), fu (ふ)
ji (じ), zu (ず)
zu (づ), shu (しゅう)
chu (ちゅう)
tokyo (とうきょう)



Reference Books Section

Includes reference materials such as dictionaries, encyclopedias, and yearbooks.

Fukushima University Faculty & University Publications

Features research outcomes and publications by the university and its faculty members.

Syllabus Reading Section

Reference books listed in the Syllabus are organized by instructor.

ARIYA Commons 2

A flexible space where you can move desks, chairs, and whiteboards to study in groups and hold discussions. It is also ideal for studying with library books and periodicals from this floor.

PC Area

Equipped with 2 public computers and spacious desks where you can charge and use your own laptops.

Education & Research Materials Room

A room containing elementary, junior high, and high school textbooks, as well as official courses of study (curriculum guidelines).

AV Area

Features 6 AV booths for watching and listening to audiovisual materials such as DVDs.

Printing Information

You can print from library computers using the coin-operated copiers located in front of the atrium (fee required).

Entrance

3F

3F Group Study Floor

LEAF Seminar Rooms A & B

Private rooms for group study, classes, and events. Please make a reservation at least 3 days in advance. When not reserved, the rooms are open for general use. Equipped with monitors, a large screen, and a projector. Rooms A and B can also be connected and used as a single large room.

ARIYA Commons 3

Features sofa seating for group study, equipped with displays so you can easily plug in and connect your laptops.

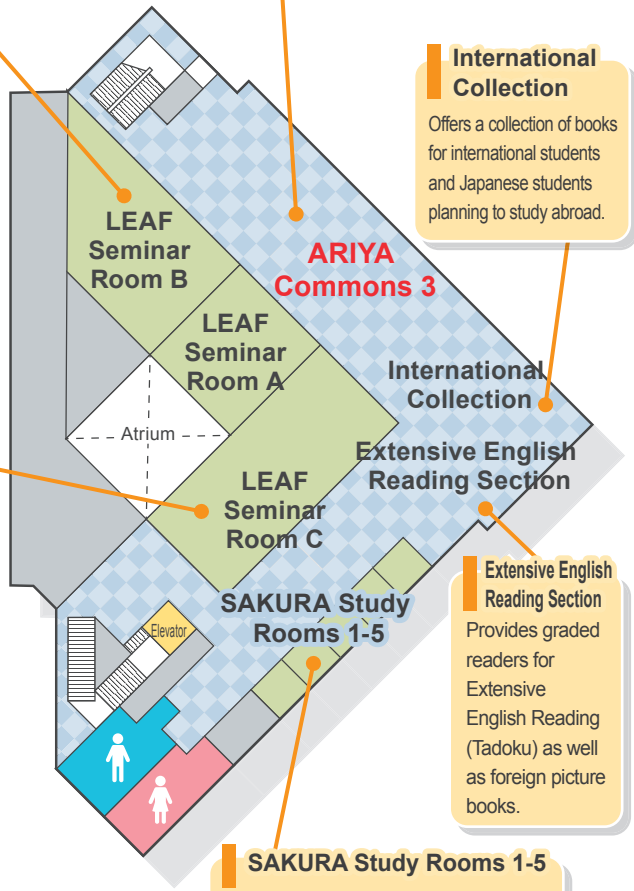


International Collection

Offers a collection of books for international students and Japanese students planning to study abroad.

LEAF Seminar Room C

A quiet, bright room with glass walls where you can study while charging your laptops. Open for general use when not reserved for classes or events.



Extensive English Reading Section

Provides graded readers for Extensive English Reading (Tadoku) as well as foreign picture books.

SAKURA Study Rooms 1-5

Private study rooms for 1 to 4 students, available for up to 2 hours at a time. [Reservation Required]

Column

~A Circulation Service Offered by Three Libraries in Fukushima City~

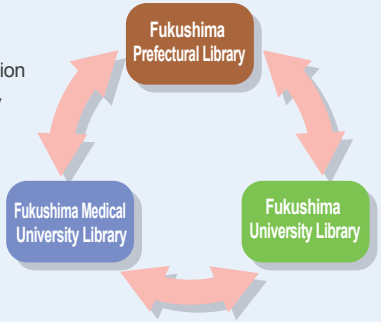
Let' s Make Use of Fuku-Fuku Net!



What' s Fuku-Fuku Net?

Free of charge

"Fuku-Fuku Net" is a convenient interlibrary borrowing and return service created through the mutual cooperation of Fukushima Prefectural Library, Fukushima University Library, and Fukushima Medical University Library. Once a week, a dedicated courier service travels between the three libraries to deliver requested books and collect returned ones.



Services Offered

Remote Book Returns

You can return books borrowed from any of the three participating libraries to whichever library is most convenient for you.
(Example: Returning a book borrowed from Fukushima Prefectural Library at the Fukushima University Library Service Desk.)

Interlibrary Request & Borrowing

You can request books from the collections of the other two libraries and borrow them at your nearest library desk.
(Example: Requesting a book from Fukushima Prefectural Library to be delivered and checked out at the Fukushima University Library Service Desk.)

*Return Location: Requested books must be returned directly to the same Service Desk where you picked them up.
*Delivery Time: Because the courier runs once a week, requested items may take anywhere from a few days up to about 10 days to arrive, depending on when you submit your application.
*Weather Delays: Delivery schedules may change due to severe weather or unforeseen conditions.
*Please ask at the Service Desk for more details.

Borrowing Policies

Library	Loan Limits	Loan Periods	Non-Borrowable Items
Fukushima Prefectural Library	10 items	Approx. 3-weeks (May be a few days shorter due to the delivery schedule)	・In-library use only Items ・Items currently on loan (*Reservations available)
Fukushima Medical University Library	2 items		・Items other than books (e.g., periodicals) ・Items currently on loan(*Reservations unavailable) ・In-library use only items ・Items housed outside the library (e.g., course reserves)

Book & Document Delivery

Book Loans

If the book you need is not available at Fukushima University Library, you can request it from another library.

(1) From Fukushima Prefectural Library or Fukushima Medical University Library ("Fuku-Fuku Net") [Free of charge]
(2) From other university libraries, the National Diet Library, etc. [Fee required]

Document Delivery/ Photocopies

If the journal article or paper you need is not available at Fukushima University Library, you can order a photocopy of it from another institution. [Fee required]

You can place a request either at the Service Desk or online via MyLibrary (▶▶P17)

Purchase Request

You can request the library to purchase books that are not currently in our collection.
(Limits: up to 5 books or ¥10,000 per student per year / Application period: April to January of the following year)

Please fill out the "Purchase Suggest Form" with the required information and submit it at the Service Desk. Only undergraduate students are eligible for this service. For graduate students, please check with your department or graduate school regarding request procedures.

Note

Requests for the following types of items may not be approved:
- Periodicals
- Workbook, exam prep books, etc
- Books appropriate for personal purchase (e.g., how-to books, novels)
- High-priced books

Visiting Other University Libraries

If you wish to visit another university's library in person to consult specific materials in their collection, you may be able to do so as a visiting user.

Prior inquiry and a Letter of Introduction may be required depending on the institution. Please be sure to consult at the Service Desk beforehand.

Lost and Damaged Items

If you lose or damage any library materials, please inform the Service Desk immediately.

If the loss or damage is due to personal negligence, you will be required to replace the item (as a general rule, by purchasing and providing the exact same book).

If an item returned via the Book Drop is found to be severely damaged or soiled, library staff may contact you regarding replacement.



Equipment Loans

- The following equipment is available for loan at the Service Desk.
  Note: Equipment must be used inside the library only.
  You can borrow and return laptops on your own using the Laptop Rental Lockers on the 2nd Floor of the Annex (▶▶P5). (Student ID card is required.)

Laptops | **Projectors** | **Projection screens**

The wireless LAN (Wi-Fi) is available throughout the library except in the Book Stacks.
For connection instructions, please contact the Fukushima University Information Technology Center.

Photocopying Services

- There are 4 self-service copiers in the library. (▶▶Floor Map)

Coin-operated··· 2 units **Card-operated (university budget use) ·····2 units**

- **Photocopying in the library is regulated by Article 31 of the Copyright Law of Japan.**

Please ensure your copying is within the legal scope and fill out the Photocopy Application Form before dropping it into the designated box.

- **Purpose: Research and study purposes only.**
- **Portion: Limited to a portion (part) of a publication.**
- **Quantity: Strictly 1 copy per person.**
- **Distribution: Recopying or redistribution is strictly prohibited.**

Note

You may ONLY photocopy library materials. Photocopying personal items, class handouts, or friend's notebooks is not allowed.

Accessing Materials in the Book Stacks

- If you wish to use materials located in the Book Stacks, please fill out the Library Materials Request Form and submit it at the Service Desk. Library staff will retrieve the items for you.
- Faculty members and graduate students are permitted to enter the Book Stacks directly. Please complete the registration at the Service Desk beforehand.

Borrowing Materials

Borrowing Policies

	Location	Loan Limits	Loan Periods
Under graduates	Open Shelves	10 items in total	3-weeks
	Book Stacks		
Graduates	Open Shelves	20 items	3-weeks
	Book Stacks	40 items	3-months
Faculties	Open Shelves	20 items	3-weeks
	Book Stacks	No limits	(Indefinite)
Staff	Open Shelves	20 items in total	3-weeks
	Book Stacks		

Syllabus Reading Section

- **Loans are restricted to students only.**
- **The loan period is overnight (1 night, 2 days).**

Checkout is NOT available from 4 weeks prior to the exam period until the end of exams.

- Periodicals cannot be checked out. Certain other library materials are also non-circulating.
- For details on accessing materials in the Book Stacks, please refer to "Accessing Materials in the Book Stacks" (▶▶P7).
- If you wish to use materials held in faculty research offices, please inquire at the Service Desk.
- You cannot check out further items if you have any overdue items.

In-Library Use Only materials

The following items are generally not available for checkout.
Please use them inside the library only:

×Items with “In-Library Use Only” stickers
×Periodicals
×Newspapers(original & reduced-size editions)
×Reference Books(dictionaries/encyclopedias/yearbooks)
×Audiovisual Materials(CD-ROMs/CDs/DVDs/videotapes)
×Master’s Theses and Doctoral Dissertations
×Rare Books ×Special Materials (Microforms/Hisao Otsuka Collection)



In-Library Use Only Sticker

Extended Loans for Vacation Periods

- **Longer loan periods are offered during Summer, Winter, and Spring breaks.**
- **Eligible Users: Undergraduate and Graduate Students only.**
- **Start Date: Extended loans begin approximately 2 weeks prior to the start of Summer and Winter breaks (and 1 day prior for Spring break).**

How to Check Out

- Please present the books you wish to borrow along with your Student/Staff ID card at the Service Desk.
- You can also check out books by yourself using the Automatic Book Circulation(ABC).
  *Please bring your Student/Staff ID card, as it is required for checkout.

How to Check Your Loan Status

- **Please ask at the Service Desk. (Please bring your Student/Staff ID card.)**
- **You can check by yourself using “Check Status of Loan/Reservation” in MyLibrary (▶▶P17).**

Returning Materials

- At the Service Desk: Please return books directly to the desk. (Student/Staff ID card is not required for returns.)
- ABC: You can also return books yourself using the ABC.
- Book Drop (After Hours): When the library is closed, please return books to the Book Drop located next to the main entrance.
  *Borrowed items from other university libraries or via the "Fuku-Fuku Net" service must NOT be returned to the Book Drop (to prevent damage to other institutions' materials). Please return them directly to the Service Desk.
- Off-Campus Returns (Fuku-Fuku Net):
  You can also return items at the service desks of Fukushima Prefectural Library or Fukushima Medical University Library.
  *For details, please refer to “Fuku-Fuku Net.” (▶▶P11)

Renewals

- You can renew your loans provided no other user has placed a hold on it.
- You can renew books using the ABC (1 renewal only).
  *Renewals are not allowed if you have any overdue books.

How to renew

(1) At the Service Desk
*Please bring the physical books to the desk. You cannot renew items without presenting the actual books.

(2) **Online via MyLibrary** (▶▶P17) **under the “Check Status of Loan/Reservation”**
*Online renewals are limited to once.

Reservation

- If a book you want is currently checked out, you can place a hold on it.
  (If there are multiple requests, they will be processed in the order received.)

How to reserve

(1) At the Service Desk

(2) Online through the search results page of OPAC (▶▶P14)