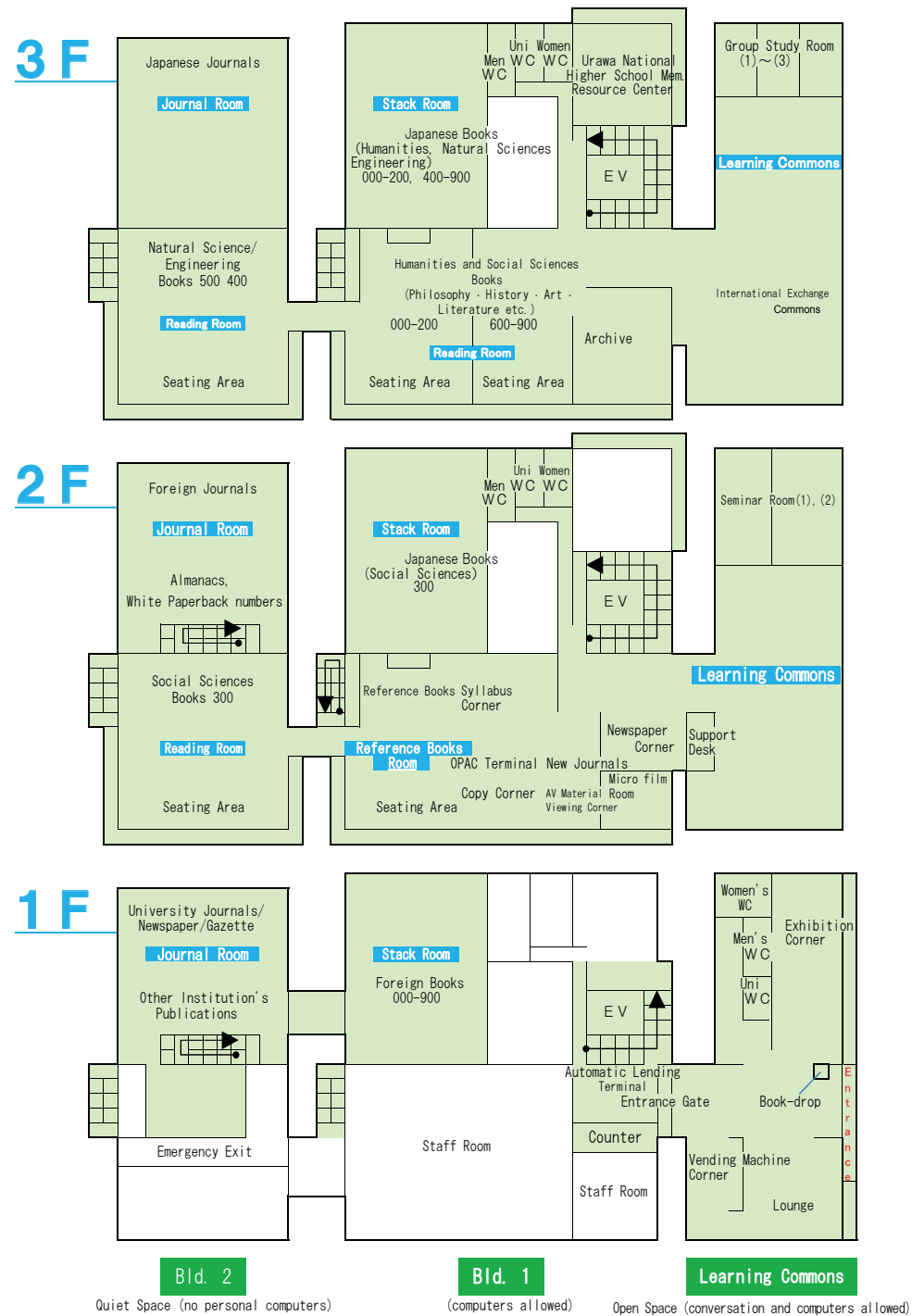


Facility	Guide
Counter	This is also a reference desk for returning and borrowing books, and for information about library holdings.
Entrance/Exit Gate	When entering, please scan your student ID or library certificate to proceed. When leaving, please exit one at a time. If the buzzer sounds, the gate will lock. In this event, please follow the instructions of the counter staff
Automatic Lending Terminal	Here you can borrow books yourself
OPAC Terminal	Here you may check on what materials are in stock. In addition to the Reference Books Room, there are also terminals in the Reading Rooms on the 1~3 floors and in the Journal Room.
Copy Corner	With the coin-operated copy machine, you may copy documents in the library to the extent that you do not violate copyright. The copy fee is 10 yen for black and white per page and 50 yen for colored per page. There is a paid printer where you can print materials from your own device.
AV Material Viewing Corner	DVDs, videos, etc in the library collection can be viewed here. Please check videos out at the counter (Student ID is required). Removing materials from the library is prohibited.
Urawa National Higher School Memorial Room	This room contains materials donated by the Urawa National Higher School Alumni Association. Hours of operation are from 9:00-17:00 on weekdays.
Stack Room	The 1st floor holds foreign books, while the 2nd and 3rd are dedicated to Japanese books.
Journal Room	The first floor houses University and publications from various institutions. The second floor houses foreign Journals, almanacs and yearly government statistics. The third floor holds Japanese Journals, catalogs and indexes
Newspaper Corner (2F)	Contains English-language newspapers, including the Asahi and Yomiuri. Back issues are available in the Journal room.
Learning Commons (2, 3F)	Meeting room, available for use by student groups
Seminar Room (2F)	Blu-disc players and wide screen monitors are available.
Group Study Room (3F)	White boards for group discussions are available, and the use of computers is allowed.
International Exchange Commons (3F)	Basic material for learning Japanese language culture available in English, Korean and Chinese.



Bld. 2 Quiet Space (no personal computers)  
Bld. 1 (computers allowed)  
Learning Commons Open Space (conversation and computers allowed)

# Saitama University Library Guidebook



〒338-8570 Saitama City, Sakura-ku, Shimo Okubo 255  
 Counter : 048-858-3667 / 048-858-3668  
<https://www.lib.saitama-u.ac.jp/>

**In order to use the library, please bring your student ID or library card.**

### Opening hours

Hours during school term		Hours for term breaks	
Weekdays	Weekend,holidays	Weekdays	Weekend,holidays
9 : 00 ~ 21 : 30	9 : 00 ~ 17 : 00	9 : 00 ~ 17 : 00	Closed

Please note that the library conducts inventory on the fourth Thursday from April to June, October. During these periods, open hours will be restricted (17:00-21:30).

### Closing days

- Saturdays, Sundays and holidays during term breaks
- The summer holiday period
- New Year's holiday
- University entrance exam dates
- Academic exam dates
- Dates of the Mutsume-Festival

**A calendar of open hours is posted at the counter.**

**Extraordinary closures will be announced via the library homepage and bulletin.**

### Book Lending

Classification	Number of documents	Lending period	Renewals allowed
Undergraduate and Graduate students, people of equivalent status	Up to 10	Up to 2 weeks	Up to 3 times
Executive staff, Faculty	Up to 20	Up to 4 weeks	Up to 3 times
Staff, Professor emeritus, Former faculty and employees	Up to 10	Up to 2 weeks	Up to 3 times

\* With permission from their supervisors, undergraduate and graduate students writing graduation theses, master theses or doctoral dissertations may apply for permission to borrow up to 20 documents for up to 4 weeks.

- Please borrow books via the automatic lending machine or the loan counter, using your student ID or library certificate.
- To return books, please bring them to the return counter during open hours, or to the book post next to the library entrance during closing hours.
- If you return materials past the return deadline date, you will be barred from borrowing again for a period equal to the number of days late.
- Books “currently on loan” can be reserved one week from their date of return. Please be aware, however, that the reservation will be cancelled if the book is overdue.
- The loan period for borrowed materials may be renewed up to 3 times. Please use the OPAC user service menu and/or the automatic lending machine.
- If the loan period ends on a day during which the library is closed, the loan period will automatically be extended until the end of the holiday. Details will be announced on the library homepage and bulletin board.

### Reference service

- Feel free to inquire about the location of library materials, literature, items and use of the library.

### Library Assistants (LA)

- Graduate student library assistants (LA) provide learning support, including consultations on researching and writing papers. They can be found at the support desk on the second floor.

### Institutional Repository

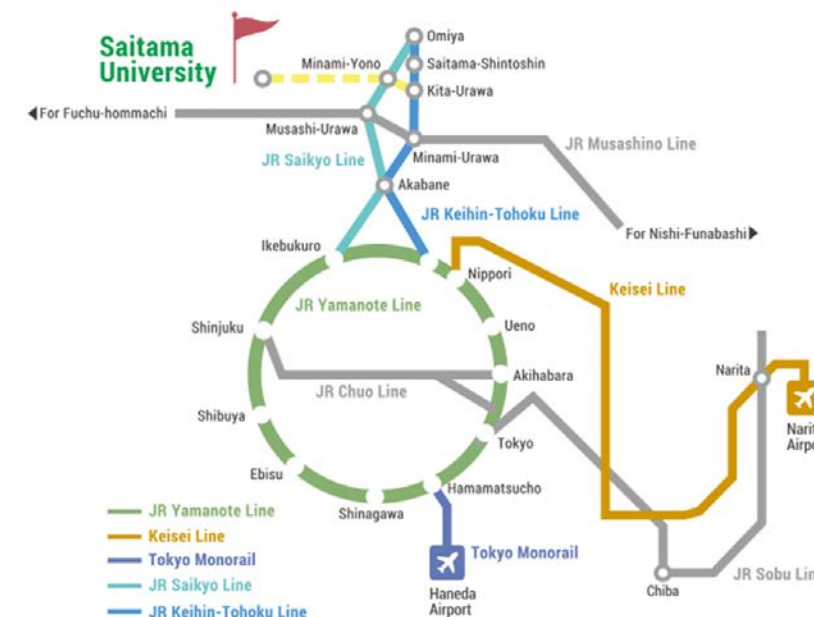
- Researchers can read the full texts and abstracts of academic journals, bulletins, research reports, dissertations, research presentation materials by Saitama University faculty and students, and the like in the institutional repository.
- Please use the following URL.  
<https://sucra.repo.nii.ac.jp/>

### Database - Electronic Journals etc.

- The library provides various databases, electronic journals and e-books.
- The portal can be accessed via the library website.  
<https://www.lib.saitama-u.ac.jp/>

### Book purchase request

- If books necessary for study or research are not in the library, you can apply to have them purchased.
- Please confirm via OPAC that the article is not in the library and apply at the Reference Counter. You can also request this via the library website.



Get off at JR Keihin-Tohoku Line's Kita-Urawa Station and take the bus for Saitama University (about 15 minutes)

or

Get off at JR Saikyo Line's Minami-Yono Station and take the bus for Saitama University (about 10 minutes)

### < Library Conduct >

- Food and drinks are prohibited everywhere other than the first floor lounge
- Please handle library materials carefully so as not to damage them
- Please be sure to take all your valuables with you when leaving your seat.