

## User's Guide

### Library Hours

Monday-Friday	8:30-16:30
Saturday, Sunday & Holidays	Closed
New Year Holiday	Closed

\*Please put your bag in a locker while in the library; you should keep any valuables with you at all times.

### Borrowing from the Library

To borrow items from the Institute Library you need to fill out a form with your staff/student ID number.

#### Hiroshima University Faculty, Staff, and Students

Chart below shows the maximum number of items you may borrow and the loan period.

Borrower	Maximum number of items	Loan period	Can it be renewed?
Faculty and Staff	10	30 days	Yes: 2 times
Graduate	10	30 days	Yes: 2 times
Undergraduate	10	3 weeks	Yes: 2 times

#### Other Users

If you would like to borrow any materials, you need to register at the service counter.

### Returning Your Items

If the due date falls on Saturday, Sunday or Holiday, they can be returned any time during opening hours the next day, or the next day the library is open. During long holidays or New Year holiday, please ask the staff about the due date.

A delay in returning materials may cause to be suspended your loan-services for a designated period.

### Other Services

#### Journals and Materials: Short Loan (for Reference Only)

Basically the restricted materials (journals and reference books) can be read only inside the library, however, you may borrow them if they will be returned by 16:30 on the same day.

#### Photocopies

We do not provide copy services. If you need to make a copy, please follow the borrowing procedure.