

Gifu University Library/Medical Library User's Guide 2024



Central Library



Medical Library

【Vision of Gifu University Library】

Gifu University Library plays an important role in our university, providing faculty members and students with a large collection of books, periodicals, and other materials from inside and outside the country for their research activities.

【Library Hours】

Day	Central Library		Medical Library	
Week day (Mon.-Fri.)	9:00-20:00 (between semester 9:00-17:00)		9:00-19:00 (some weekdays in March 9:00-17:00)	
	2nd Tue.	12:00-20:00 (between semester 12:00-17:00)	2nd Tue.	12:00-19:00 (March 12:00-17:00)
Sat.	10:00-18:00 (between semester Closed)		10:00-18:00 (March 12:00-17:00)	
Sun. & Holiday	Closed (During exams 10:00-18:00)		Closed	

Please check the library website for the latest information. (<https://www.lib.gifu-u.ac.jp>)

【User Cards】

All users of the libraries are required to bring their Student or Member ID Cards.

Users of the Medical Library are also required to bring their admission cards for the medical facilities of Gifu University.



Student card



Admission card

【Borrowing】



Bring the book you want to borrow and your student ID card to the Library counter. You can also use self-checkout machines to borrow/renew books by yourself.

You cannot borrow books labeled “禁帯出”(In Library Use only), newspapers, magazines, and some other materials.

❌ Please never sublet the books you borrowed.

The number of books that can be borrowed and the period of time varies depending on the status. Please refer to the table below.

Status	Central Library		Medical Library	
	Professors, Graduate Students	Loan Limits	Up to 14	Loan Limits
Loan Periods		Up to 2weeks	Loan Periods	Up to 1week
Undergraduates	Loan Limits	Up to 10	Loan Limits	Up to 5
	Loan Periods	Up to 2weeks	Loan Periods	Up to 1week
Staffs	Loan Limits	Up to 5	Loan Limits	Up to 3
	Loan Periods	Up to 2weeks	Loan Periods	Up to 1week
External Users	Loan Limits	Up to 2	Not allowed	
	Loan Periods	Up to 2weeks		

【Renewing】

You can renew books by:

- Using online service
- Bringing books and student ID card to library counter
- Using self-checkout machines in the library

Books can be renewed three times.

You may not be able to renew a book if:

- It has been requested by another user
- It is overdue
- You have another overdue book

【Returning】

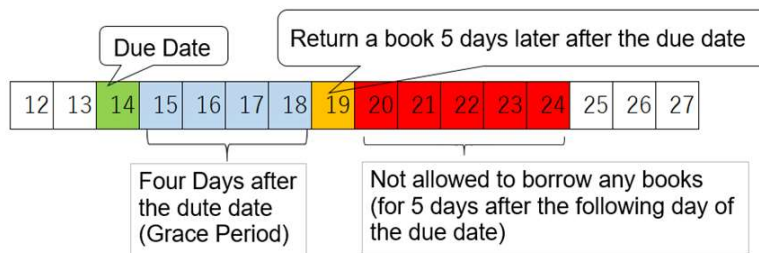


During library hours, please use self-checkout machines to return books by yourself.

Books borrowed from other university libraries and books with CD supplements can only be returned at the counter. Please bring them to the counter during opening hours.

When the library is closed, books may be returned to the book drop at the entrance of the library.

If four days passed after the due date, you are not allowed to borrow any books for the corresponding days of delay.



Please call to the counter if you are not able to return your books due to unavoidable reasons, etc.

【Reservation】

If you find the book you want is on loan to someone else, make a reservation.

Use Online Public Access Catalog (OPAC) to reserve a book or come to the library counter after searching for the material ID of the book you want to reserve.

Please access” <https://opac.lib.gifu-u.ac.jp/portal/portal/selectLogin/?lang=en>”

You can check the progress of your request online.

When the book is ready for you to borrow, we will send you a message via e-mail.

Reservations are needed to be collected within 1week.

【Finding books or journals】

Before using books or journals, access Online Public Access Catalog to see where to find the items and whether they are available online or on the shelf.

The screenshot shows the OPAC interface for Gifu University Library. It includes a search bar, a list of book details (Format, Responsibility, Published, Authors, Series), and a Holdings table. The Holdings table has columns for Status, Volume, Location, Item ID, Call Number, and Return Date. A red box highlights the 'Location' and 'Call Number' columns. A blue arrow points from the 'Natural Sciences' row in the Nippon Decimal Classification (NDC) table to the '400' call number in the Holdings table.

Nippon Decimal Classification(NDC)	
000	General Works
100	Philosophy
200	General History
300	Social Sciences
400	Natural Sciences
500	Technology and Engineering
600	Industry and Commerce
700	The Arts. Fine Arts
800	Language
900	Literature

400	Natural Sciences
410	Mathematics
420	Physics
430	Chemistry
440	Astronomy. Space Sciences
450	Earth Sciences
460	Biology
470	Botany
480	Zoology
490	Medical Sciences

Books are arranged in the "location" area in the order of their call number labels (spine).



【OPAC QRcode】

The URL of OPAC is “<https://opac.lib.gifu-u.ac.jp/opc/en>”

Journals and Magazines are arranged in alphabetical order by journal name.

Central Library

New journals are arranged in the browsing area, while back numbers are arranged on the shelves on the first floor and in the stacks on the second floor.

Medical Library

Journals from 2001 onward are arranged on the second floor, while those from 2000 and earlier are arranged in the first floor's collection stacks.

Please feel free to ask questions at the counter about how to use the materials.

【Photocopy】

Library users are permitted to copy library materials in accordance with Japanese copyright law.

〈For cash payments〉

	Central		Medical Library
Members of the University	monochrome	20yen/piece	No cash copies allowed.
	color	60yen/piece	
External Users	monochrome	35yen/piece	
	color	100yen/piece	

Conditions for using photocopiers differ if photocopying charges are paid with a photocopy card. Please ask at the counter for details.

【Library Website】

<https://www.lib.gifu-u.ac.jp/>

【Group Study Room, Presentation Room and Audiovisual Materials】

Prior arrangements must be made at the counter.

Please inquire for details.

【Inter Library Loan Services】

You can order copies of journal articles and books from other university libraries.

(Photocopying and shipping charges must be paid by the requester.)

Interlibrary loans from nearby public libraries are free of charge.

If you cannot find the book or journal you wish to use in the Gifu University Library, please inquire at the counter.

【Use of other university libraries】

A letter of introduction is required to visit and use other university libraries.

Please consult with the counter well in advance.

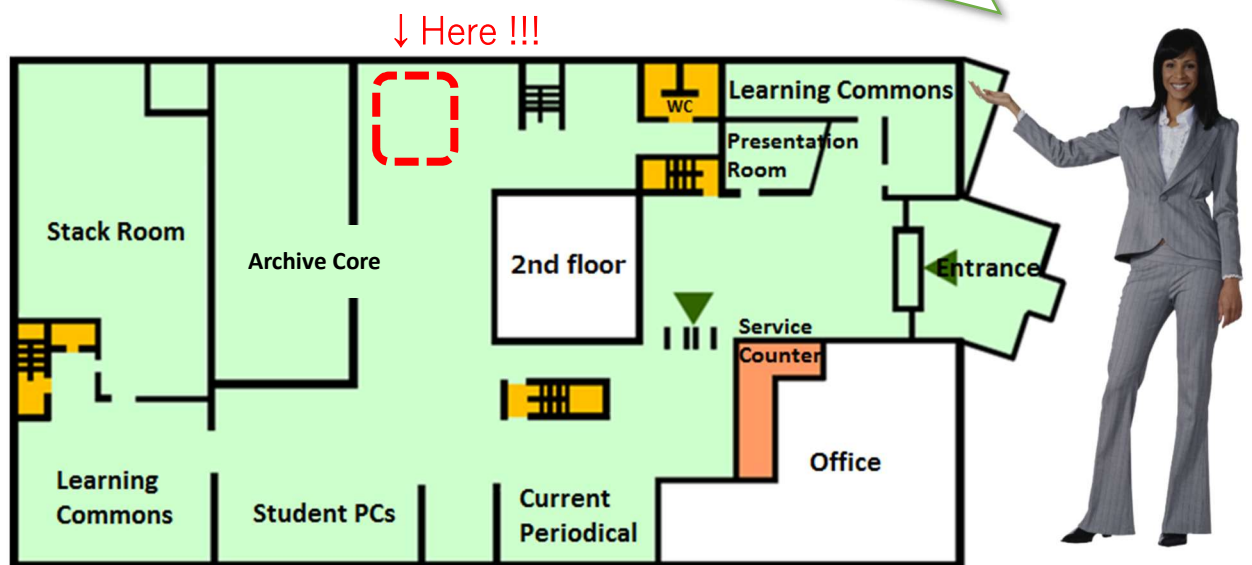
【PC】

PCs are available in the library's second floor for use with electronic journals and reports.

(Printing is not available.) If you use your own PC, please use a LAN cable or wireless LAN.

【Book section for foreign students】

We have a book section for foreign students on the second floor of the library.
You can find books or novels concerning with Japanese language and culture written in Japanese or English, and books of skills necessary for university students to learn. There are also books written in Vietnamese, Chinese, Indonesian, Korean, and Malay there.
You can borrow library books after the lending procedure of books.
We hope that you'll take advantage of this section to study Japanese, get to know about Japan, or to change mood of your study interval.



【Contact】

Central Library Email: lib-sisrv@t.gifu-u.ac.jp
Phone: +81-(0)58-293-2191
Medical Library Email: lib-itosh@t.gifu-u.ac.jp
Phone: +81-(0)58-230-6590