

Registration for Library Services

● User Registration

~Please register before using other libraries such as the general library~

1. For the staff that have IC university ID card. : at your **home library**

If you have IC university ID card, bring your IC university ID card to the counter at your home library. Staff will be able to assist you with registration.

Please note that this method of user registration can only be completed at your home library (**registration is not available at the General Library**).

★Home library:

Home library is the library of the department or faculty to which you belong. You can utilize various services at your Home Library, such as receiving items requested from other the University of Tokyo libraries.

2. For the staff and reseacher that do not have IC university ID card. : at the **Engineering Bldg. 2 Library**

If you do not have IC University ID card (yet), you should come to the Engineering Bldg. 2 Library with your ID card (Service hour: weekdays 9:30-17:00). You can get a library card.

Please note that this method of user registration can only be completed at the Engineering Bldg. 2 Library (**registration is not available at the General Library**).

※ To get an ID card, please ask the General Affairs Team of Engineering and Information Science & Technology. It will take about 1 week.

Library Services Available

● Borrowing ●Library Entrance (with a gate)

● MyOPAC

Borrowing extensions, book delivery from the University of Tokyo libraries except the General Library, book reservations, book purchase requests

● Requests for document copies and Inter-library Loans

*Additional registration is required.

Books and photocopies you have requested are available at your department library. If your laboratory is on different campus than your department, your pick-up library can be changed. Please consult with the libraries on Komaba, Kashiwa, or Shirokane Campuses.