

## Access to the Internet (OCUNET)

You can access the Internet with your own PC on wired or wireless connections in specific areas. Log in with your OCU-CAS account.

You can borrow a laptop and a LAN cable at the Main Counter. Only for use within the Center.

## Library Web Service

### Library Web Service

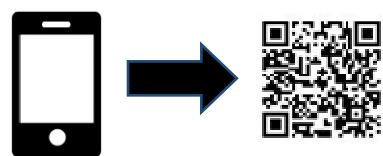
**WEB** indicates online services to submit various requests through the Library Service Website.

- ✦ Log in with your OCU-CAS account.
- ✦ Check "My Library Data" and register your E-mail address and telephone number.
- ✦ For more information, see "Library Service website > Web Service".

※To protect your personal information, log out every time you finish using Web Service on a public computer.

### Mobile OPAC

You can renew books and view your "My Library Data" on your mobile. You can easily access the mobile site by scanning the below QR code.



### \* OCU Central Authentication Service

(OCU-CAS) is used for various IT services on-campus such as the Campus Portal System and network connections. An OCU-CAS student account is provided for every student.

#### ? Forgot your password ?

Apply for a new password at the System Consulting Room (5F). It takes a few days to obtain a new password.

## OCU Libraries

### Medical Library (Abeno campus)

You can use the Medical Library with your Library card.

<http://www.med.osaka-cu.ac.jp/medlib/>

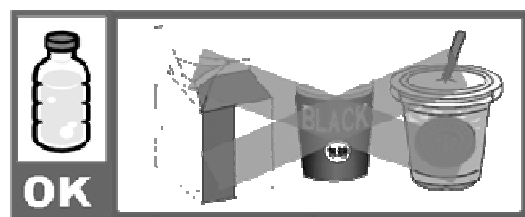
### Umeda Satellite Library

Only faculty members and students of the Graduate School for Creative Cities can use the Umeda Satellite Library. You can request the delivery service of books and journal articles via Web Service.

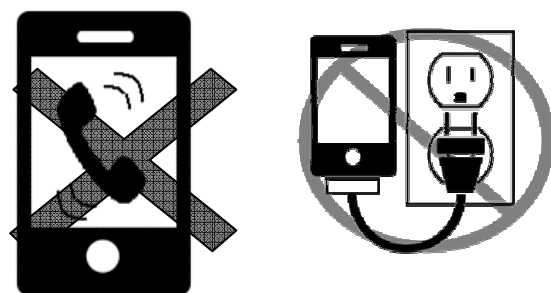
### Attention

\*Eating is not allowed inside the Center.

\*You can bring drinks only in spill-proof containers such as plastic bottles.



\*Put your mobile phone to silent mode and refrain from calling inside the Center. It is also forbidden to charge batteries of your mobile.



Osaka City University Media Center  
Information Service Section  
TEL:06-6605-3240

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Library Service Guide  
<http://libweb.media.osaka-cu.ac.jp/>



# OSAKA CITY UNIVERSITY MEDIA CENTER LIBRARY SERVICE GUIDE

for

Undergraduate Students  
Undergraduate Trainees

### Opening Hours

- ◆ Monday-Friday : 9:00-22:00  
(from 8:30 during teaching semesters)
- ◆ Saturday : 10:00-19:00
- ◆ Sunday : 10:00-17:00

### Days Closed

- ◆ National holidays
- ◆ Year-end and New Year holidays
- ◆ Entrance exam days
- ◆ Sundays (during spring and summer vacations)
- ◆ During library inspection (several days during spring and summer vacations)

### Library Service Website

<http://libweb.media.osaka-cu.ac.jp/>

## Floor Guide

8F	Theses* / Special documents*
7	Research books / Special collections*
6	
5	Multimedia materials / English learning materials / Magazines for language learning
4	Books for students (social science) / Paperback books
3	Books for students (humanities, natural science) / Paperback books
2	Main counter / Reference books / Magazines / Current Newspapers
1	Media Center reception counter
B1	Current periodicals / Bound periodicals (1996-) / Newspapers
B2	Books for students / Bound periodicals (-1995)
B3	Research books

※Submit an application form to the Main Counter when you want to use Special Collections (7F) or materials on the 8F.

## PC & Internet

### PC room for students (5F)

You can use a desktop PC for self-study and access the Internet. You need an account of the OCU Central Authentication Service (OCU-CAS)\*. Check the Information Science Education System website for more details.

### Information Science Education System Website

<http://www.ips.media.osaka-cu.ac.jp/>

## Library Card

### Library Card (Student ID Card)

You need your library card whenever you enter the Center, borrow books or make use of its facilities. Your student ID card acts as your library card. Your User ID is the number with ten digits on the back of your student ID card.

### ? If you lose your library card, contact us here for a reissue:

- ◆ Student ID Card → Student Support Center
- ◆ Other Library Cards → Main Counter (2F)

## Counter

### Main Counter (2F)

Monday-Friday: 9:00-22:00

Saturday: 10:00-19:00 / Sunday: 10:00-17:00

- ◆ Borrowing, Returning
  - \*8:30- on early opening days
- ◆ Application for using facilities

### Reference Corner (2F)

Monday-Friday: 9:00-17:00

- ◆ Ask a librarian about the Center, finding materials, interlibrary loan services

\*You can apply for interlibrary loan (ILL) and pick up ILL photocopies and books at the Main Counter when the Reference Corner is closed.

### Multimedia Counter (5F)

Monday-Friday: 9:00-21:45

Saturday: 10:00-18:45 / Sunday: 10:00-16:45

- ◆ Information about utilization of multimedia materials
- ◆ Application for use of multimedia materials and equipment
- ◆ Application for use of Audio-Visual Room for Group Use and AV Hall
- ◆ Borrowing, returning books located at the 5F

## Borrowing, Returning

### Loan period and max number of books

User	Max number of books	Loan period
Undergraduate Students	7	2 weeks
Undergraduate Trainees	5	2 weeks

### How to borrow books

Present your library card with the books you want to borrow at the Main Counter.

You can borrow English learning books at the Multimedia Counter.

### How to return books

Return books at the Main Counter during library hours. When the Center is closed, you may return them to the drop box outside.

### Materials that cannot be borrowed

Periodicals, Reference books, Multimedia materials, Graduate theses etc.

### How to renew books WEB

Books, except reserved ones and research laboratory materials, can be renewed through the Library Service website "My Library Data". They must be renewed on or before the due date. You are allowed a maximum of 2 renewals per item.

### How to reserve books which are on loan WEB

You may reserve books online (the maximum of open stack books is 5). When the book is returned, we will inform you by e-mail and hold the book for you for a week.

### How to order books from a laboratory

If you need materials held in research laboratories, submit an application form to the Main Counter. It might take several days to get the answer if the materials are available or not. We will let you know via e-mail and telephone.

\* You cannot renew loans of these materials.

### Return the books on time

If your books become overdue, your borrowing privileges will be suspended. You will not be able to borrow, renew, and reserve other books. After returning overdue books, the suspension will still continue for several days.



## Other Services

See the Library Service website and a series of Library Service Guides.

### Ask a librarian

If you have a question about using the Center, or finding materials, do not hesitate to ask at the Reference Corner or by e-mail.

reference@media.osaka-cu.ac.jp

### Request a purchase WEB

If you have a book to recommend for purchase by the Center, submit your request via Web Service. You can confirm on "My Library Data" if the request was granted or not.

### Information retrieval corner (2F)

You can search for academic information using the databases and the Internet. Apply for the use of a desktop PC at the Reference Corner. You need a prepaid card for printouts.

### Group Discussion

The Center offers various types of rooms for group study such as preparation for seminars or practicing a presentation. You can borrow a projector as well.

### Group work space

(in Learning Commons 5F)

Furnished with movable desks, chairs, and whiteboards. You can use them freely.

### Group study room / Mini study room

Apply for use at the Main Counter. They can also be booked in advance.

### Photocopy Service

The Center is equipped with photocopiers (prepaid card operated / coin operated).

Prepaid cards are sold in the vending machine in front of the Main Counter.

\*All users of the Center have the obligation to observe the copyright law. Fill in a copy application form and submit it to the Reference Corner.