

# The Library of Economics, the University of Tokyo Quick Guide

## [For GraSPP members]

The Library of Economics, the University of Tokyo consists of two departments: the main library and the Resources and Historical Collections Office (Shiryo-shitsu).

	The Main Library	Shiryo-shitsu
Location	Akamon General Research Bldg. 3F	Economics Research Annex (Kojima Hall) 3F
Materials	General Books, Academic journals, Graduation theses, master's theses	Rare books, Semi-rare books, Special materials, Doctoral dissertations
UTokyo OPAC location codes	Eco. Lib. / Eco. Lib. Reserved / Eco. Lib. Repository	Eco. Lib. Resources / Eco. Lib. Vault

The following is a guide to the main library.

For more details, please visit our website. <https://www.lib.e.u-tokyo.ac.jp/english/>



### Library Hours

**Open** Weekdays 9:00-20:00 Saturdays 12:00-17:00

**Closed** Sundays, National holidays, New Year's holidays, Library maintenance days, etc.

\* Library hours may change in August.

### User Registration

**Students**

- Please enter your e-mail address in the [UTAS](#).
- The Library of Economics is a "*Home Library*" for students of [Economic Policy Program and MPP/IP](#).

**Faculty and Staff**

- Please apply either through the web form or at the library counter.
- You can choose either the Library of Economics or Faculty of Law Library as your "*Home Library*."

Please see [User Registration](#) page for details.

### Entering/Leaving the Library

Please touch the reader on the entrance/exit gate with your student/staff ID or library card.

### Using Stack Materials

Most of the library's materials are kept in the stacks.

- Please touch the reader with your student/staff ID or library card to enter/exit the stacks.
- Put your baggage in the locker.
- Please bring materials to the counter and present your student/staff ID or library card to take them out of the stacks.
- The Library offers a short guidance on using stack materials. Please apply at the counter on weekdays, 9:00-11:30, 13:00-16:30.

### Borrowing/Returning Materials

- Please bring the materials to the counter and present your student/staff ID or library card.
- Except for some materials, you can return items from the Library of Economics to any UTokyo library.
- You can renew a book once before its due date if no one else has requested it. Please bring the materials to the counter or use [MyOPAC](#) to renew.

#### Loan conditions for those who choose the Library of Economics as their Home Library

Faculty	[Books] 100 items / 3 months
Staff	[Books] 5 items / 2 weeks
Student	[Books] 30 items / 2 months [Reserved books] 3 items / 1 week

### Photocopying

- You may photocopy portions of library materials within the limits of the Copyright Law using the copiers in the library. Please fill out the application form.
- [Faculty members who choose the Library of Economics as their Home Library](#) can use faculty expense copy cards. Please inquire at the counter.

### Book/Copy Delivery Request

- Please apply using [MyOPAC](#).
- You can request books from any UTokyo library to your Home Library [for free](#), except for books from the General Library or your Home Library.
- Book delivery from libraries outside the UTokyo or photocopy delivery are [paid](#) services. Prior application at the counter is required.

### E-journals / E-books / Databases

The [Literacy](#) site provides access to online resources available to the UTokyo members. Please refer to [User Guide](#) page for details.

