

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 (Shiry-shitsu).

	The Main Library	Shiry-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.

