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## Services

#### Online services

If you log in to Library Oline Catalog with your school ID/PW, you can use the following services.

- Check status of loan
- Extend the loan period
- Reservation Delivery

   You can reserve materials borrowed by others. And you can request materials from the Natori Campus.
- New purchase request

# Notes

- Please be quiet and take in consideration other users in the library.
- Keep your mobile devices in a silent mode.
- Do not eat in the library. Only bottled drinks are allowed.
- Handle the materials with care. Do not fold or cut the pages, and write in them. If you lose borrowed materials, please inform a staff immediately.
- Do not use other students' ID card. Do not sublet materials.
- Follow the library rules and staff's instructions.

Reference services

If you are looking for a book, ask at the counter. Librarians will assist you.

#### Rental bag

Tote bags are available free for borrowing books. If you want to use it, please let us know. National Institute of Technology, Sendai college, Hirose Campus Library 4-16-1 Ayashi-Chuo, Aoba-ku, Sendai-shi, Miyagi 989-3128 E-mail: tosho-h@sendai-nct.ac.jp https://www.sendai-nct.ac.jp/hirose/library

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# Guides

#### Open

Usual

9:00-18:00 Before 9:00-19:00 exam 9:00-17:00 Others (Vacation)

#### Close

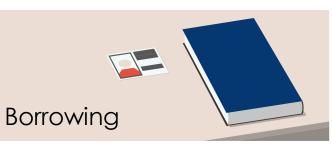
Saturdays / Sundays / National Holidays Year-end / New Year For other exceptions, please check out Website.

#### Reading room

You can freely browse the materials.

#### Stacks

Back issues of journals, graduation theses and some books are stored in stacks. Please ask a staff.



Materials that can be borrowed books, back issues of journals, CDs

Borrowing the material

You can borrow materials with your student ID card.

If you forget your student ID card, please ask the staff.

### Returns

- When returning materials, please submit the borrowed materials to the counter. No student ID required.
- The books can also be returned to the book post in front of the library.
- Please be sure to observe the return deadline.

#### Loan Extensions

You can extend the loan period of materials that have not been reserved by others. Please bring the materials and your student ID card to the counter during the loan period, or you can apply online.

#### Number of Borrowing / Period of Borrowing

Usual

5 volumes 2 weeks

TADOKU books

10 volumes 2 weeks

For graduation research \*Only 5th grade and up

5 volumes 1 month

#### Would you like to join the Student Library Committee? The Student Library Committee is looking for new members.

Frequency of activities: About 6 times a vear

Activities: Book hunting, stalls at school festivals, public relations activities, design activities (graphics, web, editorial, branding)

If you are interested, please contact the library counter.