

●AV (Audiovisual) corner
There are two booths available.

How to use:

- Ask the staff at the reception if there is a booth available.
- Pick up DVD from the shelf by yourself and watch it.

User rules:

- Use always headphones.
- Handle the DVDs carefully. If you find any damage to the DVDs, please inform the library staff immediately.
- The DVDs are not allowed to take out of library.
- Using your own DVDs is forbidden.

●PC corner
There are two PCs available.
Both PCs for find books or Journals in [NIT Sendai College Library catalog](#), use databases, and browse electronic journal.

About [NIT Sendai College Library catalog](#)

→You can retrieve material you want from the library collection e.g. by the author or by the title, as well as by your own interests.



Notes

- 1.You can borrow the material with your student ID card.
- 2.Please be quiet and take in consideration other users in the library.
- 3.Keep your mobile devices in a silent mode.
- 4.Do not eat or drink in the library. (There are marked tables where you can drink.)
- 5.Treat books and other materials carefully. Do not fold or cut the pages, and do not write in books.
- 6.Do not use other students' ID card.
- 7.Do not loan the material forward.
- 8.If you have lost the borrowed material, please inform the library staff immediately.
- 9.Follow the library rules and staff's instructions.

※If you forget your student ID card, inform the library staff. There is a possibility to loan material without student ID card.

Library User Manual



National Institute of Technology,
Sendai College, Hirose Campus

(<http://hirose.sendai-nct.ac.jp/library/>)

In General

- Opening hours
 - Weekdays 9:00-18:00*
 - Saturdays 10:30-14:00 (About twice a month)
- *The library opens earlier in the morning during the exam period. Opening hours are also extended before the exam period.

- The library is closed
 - On public holidays
 - Before and after New Year and Obon festival
 - On special holidays
- Available in library
 - Books for qualification tests and employment information
 - Books for extensive reading in English
 - Kosens' own publications
 - Newspapers
 - Magazines
 - Study area

- Archive
- Back issues of academic journals, graduation research papers and collection journals are housed in the archive. By asking the library staff, you can use them.

User guide

1. Borrowing the material

The books can be borrowed by using your student ID card. Book reservations can be submitted and picked up from the counter.

2. Number of loans and loan period

You can borrow 5 books for 2 weeks. During vacations, there is extended loaning period for 5 books. You can extend the loan period by bringing the loans back to the library.

3. Returning the material

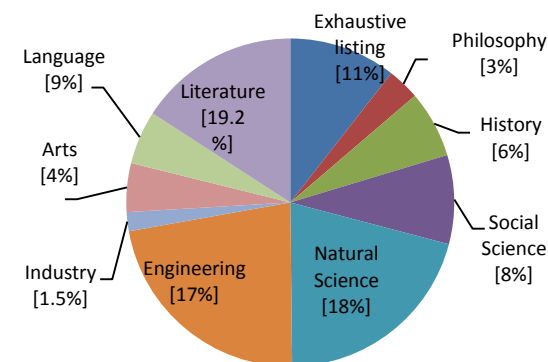
Please return the books by the due date. The books can be returned also by dropping them into the book post in front of the library. The due date should be observed strictly.

4. Book requests

For book requests, please fill in a book request form on the [MYOPAC](#) (web services) .

Statistics

Library configuration (2016)



Total number of books: 61,431

User statistics (2016)

- Number of visitors 18,965 (79.6pers./day)
- Number of loans 5303 (22.2 loans/day)