

Nanzan University 18 Yamazato-cho, Showa-ku, Nagoya 466-8673, Japan  
 (Reception Counter:J Building, 2nd basement Floor)  
 Phone: + (81) 52-832-3111  
 Institute for Social Ethics : Under Construction  
 Area Studies Research Center : <http://www.ic.nanzan-u.ac.jp/kenkyu/ic/tosho/english.html>

### <Library Hours>

Hours are different from University Library

Monday - Friday **10 : 00~17 : 00**

\*There may be temporary closings without notice.

### <Library Holidays>

Saturdays/Sundays/National  
 Holidays/Christmas Holidays/  
 Summer • Winter Vacations/

Please refer to **the Library Calendar** for more details.  
 For temporary closings, a notice will be posted at  
 the library or on our Web page.

University Entrance Examination Days/School Festival Days

### <User Registration>

Nanzan University Full-time instructors and Nanzan University students (including non-degree students, trainees, CJS Students, CJS auditing students, special students) can use their University ID or Student ID for book loans. Others who wish for book loans must have a user card. For those who do not have a valid user card, please prepare the required documents as below, and go to the University Library for registration.

Status	Documents required	Period of validity
Full-time instructors of one of the Nanzan Gakuen institutions	If you do not have bar-coded identification issued by the Gakuen, some other form of personal identification	The period of your appointment
Nanzan part-time instructors	Some form of personal identification	The period of your appointment
Nanzan University Research (institute/center) staff etc.	Please inquire to the office of the institution to which you belong	You need to make a user application each time you extend your tenure.)
Gakuen -affiliated junior and senior high school students	Some form of personal identification issued by your school or student handbook	4/1~3/31 (User application is required every academic year.)
Members of the public	Drivers license/Insurance certificate etc.	

\*User Cards **expires at the end of March** every year. If you wish to renew your expiration date, please prepare the required documents and go to the University Library for registration. Also, please inform the University Library if any changes are made in your registration information during your valid period.

**<In-Library Browsing> Please go to the reception counter (J Bldg, 2nd Basement Floor)**

Book racks are in compact stack style. We may have to ask you to wait if there are other users beforehand. For those who wish to browse, please put your coats and belongings in the lockers provided near the reception counter. However, valuables and writing utensils may be carried around.

- Please return all materials to its original position or put on the return stand.

**<Loans> Please take the necessary procedure at the Institute for Social Ethics Library and Area Studies Research Center Library reception counter (J Building, 2nd Basement Floor). IDs or Library User Cards will be needed.**

Please look up the call number of the material that you wish to loan using the [OPAC](#) . If the person who loaned materials is unable to return them directly to the Institute for Social Ethics Library and Area Studies Research Center Library, please use the mailing service or the browsing room of the Center Library or the ILL service (Inter Library Loan service) from your nearest library.

**【Institute for Social Ethics】**

User Item	Nanzan undergraduate 1 <sup>st</sup> to 3 <sup>rd</sup> year students ※1		Nanzan undergraduate 4 <sup>th</sup> year students		Nanzan postgraduate students※2/ University part-time instructors/ University research institute staff (Not include research institute staff of Institute for Social Ethics ※3)		University instructors ※4/ Nanzan Gakuen instructors ※5/ Nanzan Gakuen administrative staff ※6/ Research institute staff of Institute for Social Ethics※7		General public/ Nanzan Gakuen students ※8	
	No. of books	Period	No. of books	Period	No. of books	Period	No. of books	Period	No. of books	Period
General books	5	2wks	15	2wks	10	3 months	20	6 ~13 months	2	2wks
Audio-visual materials		2wks		2wks		3 months		6 ~13 months		2wks
Statistical materials		2wks		2wks		2wks		2wks		2wks
Bound (periodicals/newspapers)	Not available for loan		Not available for loan		2wks	Not available for loan		2wks	Not available for loan	
Unbound (periodicals/newspaper) Reference books/Micro-materials					Not available for loan			Not available for loan		

※1 Including non-degree students, trainees, special auditing students, CJS students, CJS auditing students

※2 Including non-degree students, trainees, special auditing students

※3 Including research institute staff of the Nanzan Institute for Religion and Culture, the Anthropological Institute.

※4 Including emeritus and visiting professors

※5 Instructors from other component schools with the Nanzan Gakuen other than the University. (Does not include honorary or non-tenured, part-time instructors.)

※6 Including honorary employees, but does not include temporary employees.

※7 Associate Research Fellows, Visiting Research Fellows, Junior Research Fellows and the staff of Institute for Social Ethics.

※8 Students of junior high schools and high schools affiliated to Nanzan Gakuen

Also, undergraduate students may borrow item other than general lending as follows:

Who	What & when	Number	Period of loan
Undergraduates 1 <sup>st</sup> -4 <sup>th</sup> year	Loans during the spring and summer holidays	5 books	For the duration of the holiday

【Area Studies Research Center】

User Item	Nanzan undergraduate 1 <sup>st</sup> to 3 <sup>rd</sup> year students ※1		Nanzan undergraduate 4 <sup>th</sup> year students		Nanzan postgraduate students※2/ University part-time instructors/ University research institute staff		University instructors ※3/ Nanzan Gakuen instructors ※4/ Nanzan Gakuen administrative staff ※5		General public/ Nanzan Gakuen students ※6	
	No. of books	Period	No. of books	Period	No. of books	Period	No. of books	Period	No. of books	Period
General books	10	2wks	20	2wks	20	3 months	50	6 ~13 months	5	2wks
Audio-visual materials		2wks		2wks		3 months		6 ~13 months		2wks
Statistical materials		2wks		2wks		2wks		2wks		2wks
Bound (periodicals/ newspapers)	Not available for loan		Not available for loan		2wks	2wks	Not available for loan		Not available for loan	
Unbound (periodicals/ newspaper) Reference books/Micro-materials					Not available for loan					

※1 Including non-degree students, trainees, special auditing students, CJS students, CJS auditing students

※2 Including non-degree students, trainees, special auditing students

※3 Including emeritus and visiting professors

※4 Instructors from other component schools with the Nanzan Gakuen other than the University. (Does not include honorary or non-tenured, part-time instructors.)

※5 Including honorary employees, but does not include temporary employees.

※6 Students of junior high schools and high schools affiliated to Nanzan Gakuen

Also, undergraduate students may borrow item other than general lending as follows:

Who	What & when	Number	Period of loan
Undergraduates 1 <sup>st</sup> -4 <sup>th</sup> year	Loans during the spring and summer holidays	10 books	For the duration of the holiday

### <Reservation>

It is possible to use the online catalogue (OPAC) to search for and request materials including those held in libraries off campus.

When the item arrives in the Library you will be sent an email. Please then come to the Library's reception counter(J Building, 2nd basement Floor) to pick up the item.

When the item arrives the "loan status" will change to "on the reserved shelf."

People who are unable to use the University's e-mail system cannot reserve items

### <Micro Materials>

Browsing of micro materials will be limited only within the University Library. Please fill in the "Browsing permission slip" at the Institute for Social Ethics and Area Studies Research Center Library. University ID, Student ID, or Library User Card along with the permission slip will be needed for submission in order to use the University Library micro materials room.

### <Returns>

Two days before the item is due to be returned, a reminder e-mail will be sent to those people who have registered their e-mail address with the Library. Please return the borrowed item to the Institute for Social Ethics and the Area Studies Research Center Library's reception counter (J Building, 2nd Basement Floor) by the return date or use the library's returns box or send the items by mail. You can't return them to the returns box of University Library.

**-Returning by post** : Please use recorded delivery (*kan'i-kakitome*) or special delivery service (*takuhaibin*). Postmark on the mail must be at least the return date.

**address** : Nanzan University Institute for Social Ethics Library/  
Area Studies Research Center Library

18 Yamazato-cho, Showa-ku, Nagoya 466-8673, Japan

**-Returns box** : The box is able to use during the closing time.

( J Building, 2nd Basement Floor , in front of the elevator.)

You can't return the materials mentioned bellow. Audio-visual materials/damaged materials/materials that too large to fit through the slot/materials that are not from the Institute for Social Ethics and Area Studies Research Center Library

### <Temporary returns>

Apply to the Library's reception counter if you have a request for a temporary returns. This This applies to Nanzan University students and full-time instructors. If the loan period of the material you want is over a month away, we can contact the person who has the material and apply for a temporal return. You can't use this feature if the person who has the material is using a long-period loaning.

### <Extension loan period>

For loan-period extension, please bring the materials and your University/Student ID or Library User Card to the Center Library's reception counter BEFORE loan period expires. If there are no reservations made on the material, you will be able to extending your loan period.

### <Overdue Items >

The day after an item has become overdue a reminder e-mail will be sent to those people who have registered their e-mail address with the Library.

Once the date return passes, you will not be able to borrow reserve any new materials or make

ILL(inter-library loan) requests through OPAC for the period specified below:

- \* Until the material in question is returns.
- \* Once the material is returned, the period equivalent to the combined total number of days that each item was overdue (but no longer than one month).

### <Photocopy>

Photocopying (monochrome only) can be done with the copy machines in the Browsing Room (J Building, 2nd Basement Floor). The machines only accept pre-paid cards. Please fill in the "Photocopying Application Form" and comply with the copyright laws.

\*Pre-paid cards are sold University Library, next to the copy machine on B1F.

### <Things to note>

- Eating drinking and smoking is not permitted in the Library. (You can use a bottle which has a cap.)
- Please refrain from speaking or talking on phones.
- Please do not deface, rip, damage, fold or scribble on the materials. (If it happens, we might request you for a reparation.)
- Photo takings without permission is not allowed.

### <Location>

Institute for Social Ethics Library / Area Studies Research Center Library Reception Counter

...J Building, 2nd Basement Floor

\*All materials regardless of the Center and the Institute, must go through the reception counter of the Institute for Social Ethics Library and the Center's Library (except for the bounded materials stored in the University Library).

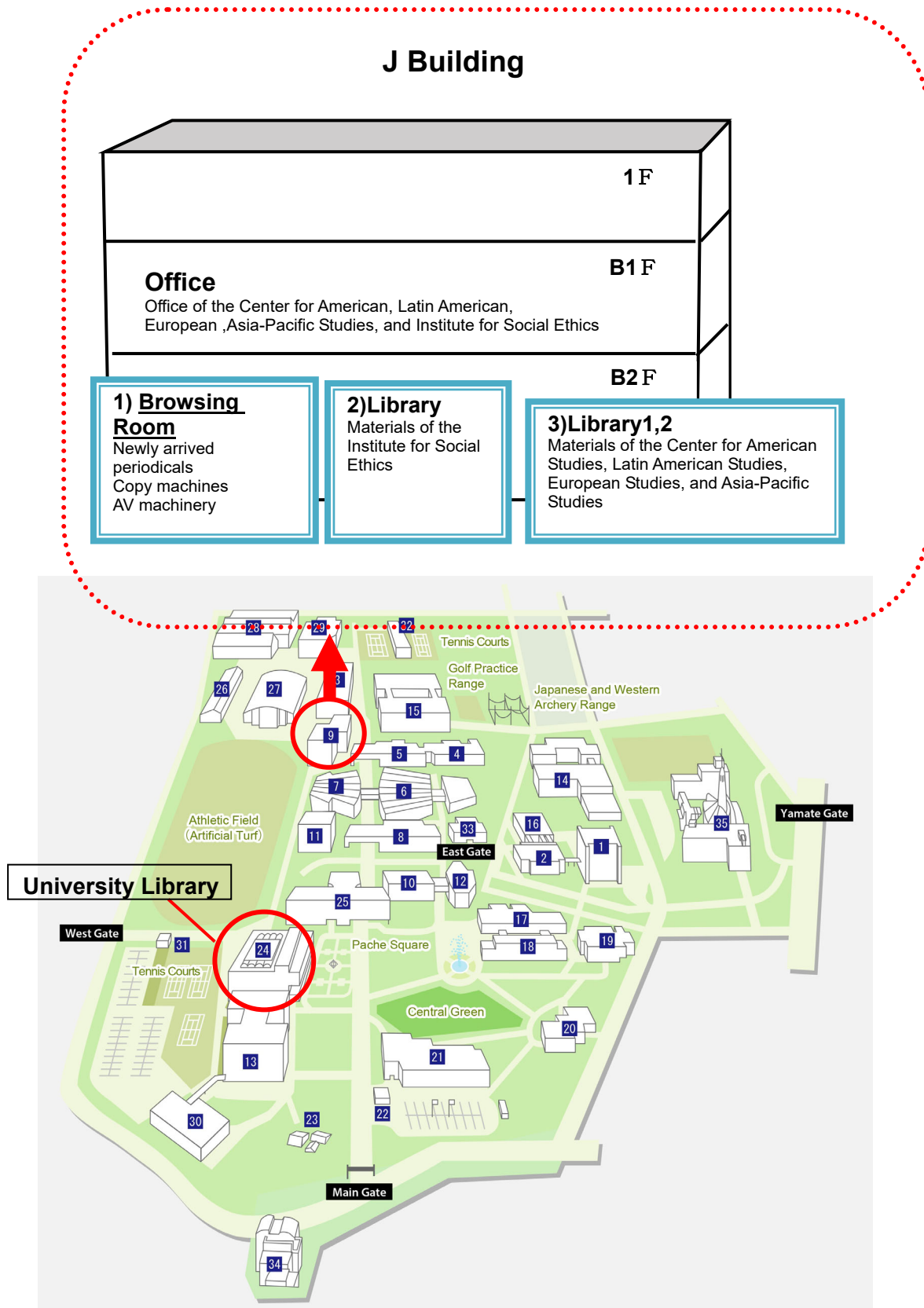
\*The Area Studies Research Center's bounded materials stored in the basement floors of the University Library must go through the University Library reception counter for loans and returns.

### <Facilities and Location of Material>

- 1) J Bldg B2F Browsing Room (reception counter, Unbound newly arrived periodicals, copy machines, AV machinery)
- 2) J Bldg B2F Institute for Social Ethics Library(Materials of the Institute for Social Ethics)
- 3) J Bldg B2F Area Studies Research Center Library1 (Materials of the Center for American

Studies, Latin American Studies, European and Asia-Pacific Studies, as well as the former Center for Australian Studies)

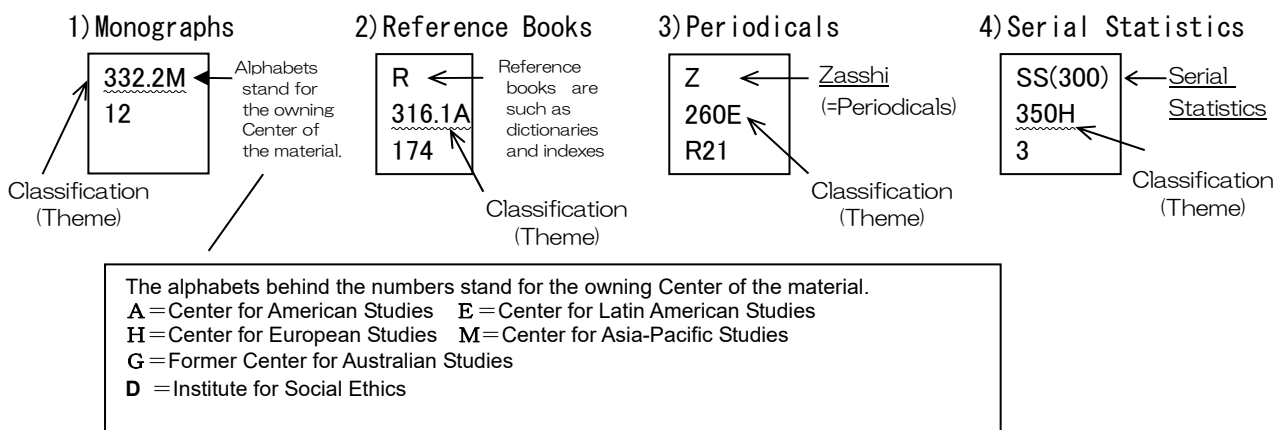
- 4) J Bldg B2F Area Studies Research Center Library 2 (Bounded periodical back numbers of the Center for Latin American, European and Asia-Pacific Studies, as well as the former Center for Australian Studies)
- 5) Basement floors of University Library (Bounded periodical back numbers of the Center for American, Latin American and former Australian Studies)



## <Locating Materials>

The materials in the Library are all catalogued according to its bibliographic information such as title, author, publisher, published year, etc., so as to efficiently search for the material needed. Also, each material are systematically categorized and have it own individual classification number called “**call number**”\*. The materials are lined up and stored in order of the “call number”. By using the online Catalogue OPAC or card catalogues, please look up the needed material and its “call number” to find the material’s location.

\*Call numbers are printed as below, and labeled on the spine of books.



Those materials with mark cannot be loaned.

There are many more types of “call numbers”. Please do not hesitate to ask our Librarian with any questions.

## <Using Bibliographic Information>

### OPAC

All materials stored in the Institute for Social Ethics Library / Area Studies Research Center Library can be searched by using the OPAC. (Information of Card Catalogues are already filled.)

If you have any troubles with finding the material you wish for, or do not know how to search using OPAC, please ask our Librarian with any questions.

Nippon Decimal Classification (Newly Revised Edition 7) P.28

**000 General**

- 010 Libraries, Library & information Science
- 020 Books, Bibliography
- 030 Encyclopedias
- 040 General collected essays
- 050 General serial publications
- 060 Organizations
- 070 Journalism, Newspaper
- 080 General collections
- 090

**100 Philosophy**

- 110 Special treatises on philosophy
- 120 Oriental philosophy
- 130 Western philosophy
- 140 Psychology
- 150 Ethnics & morals
- 160 Religion
- 170 Shintoism
- 180 Buddhism
- 190 Christianity

**200 History**

- 210 History of Japan
- 220 History of Asia and the Orient
- 230 History of Europe and the West
- 240 History of Africa
- 250 History of North America
- 260 History of South America
- 270 History of Oceania & Polar regions
- 280 Biography
- 290 Geography, Topography, Travel

**300 Social Science**

- 310 Politics
- 320 Law
- 330 Economics
- 340 Finance
- 350 Statistics
- 360 Sociology
- 370 Education
- 380 Customs, Folklore, Ethnology
- 390 National defence, Military science

**400 Natural Sciences**

- 410 Mathematics
- 420 Physics
- 430 Chemistry
- 440 Astronomy, Space science
- 450 Earth science
- 460 Biology
- 470 Botany
- 480 Zoology
- 490 Medicine, Pharmacology

**500 Technology & Engineering**

- 510 Construction, Civil Engineering
- 520 Architecture
- 530 Mechanical Engineering,  
Nuclear Engineering
- 540 Electrical & Electronic Engineering
- 550 Maritime & Naval Engineering
- 560 Metal & Mining Engineering
- 570 Chemical Technology
- 580 Manufacturing
- 590 Domestic arts and sciences

**600 Industry and Commerce**

- 610 Agriculture
- 620 Horticulture
- 630 Silk Industry
- 640 Animal Husbandry
- 650 Forestry
- 660 Fishing
- 670 Commerce
- 680 Transportation & Traffic
- 690 Communications

**700 Arts**

- 710 Plastic Arts (Sculpture)
- 720 Painting & Calligraphy
- 730 Engraving
- 740 Photography & Printing
- 750 Craft
- 760 Music & Dance
- 770 Theatre, Motion Pictures
- 780 Sports, Physical Education
- 790 Recreation, Amusements

**800 Language**

- 810 Japanese
- 820 Chinese, Other Oriental Language
- 830 English
- 840 German
- 850 French
- 860 Spanish
- 870 Italian
- 880 Russian
- 890 Other Languages

**900 Literature**

- 910 Japanese Literature
- 920 Chinese Literature, Other Oriental  
Literature
- 930 English & American Literature
- 940 German Literature
- 950 French Literature
- 960 Spanish Literature
- 970 Italian Literature
- 980 Russian & Soviet Literature
- 990 Other Language Literature