

## Access to the Internet (OMUNET)

You can access the Internet with your own PC on wireless or wired connections in specific areas. Log in with your OMU ID.

You can borrow a LAN cable at the Counter. Only for use within the Library.

## Library Web Service

### Library Web Service

**WEB** indicates online services to submit various requests through the Sugimoto Library Website.

- ✦ Log in with your OMU ID.
- ✦ For more information, see “Sugimoto Library website > Web Service”.

※To protect your personal information, log out every time you finish using Web Service on a public computer.

## App “Ufinity”

You can renew books and view your “Library Status” on your smartphone. To use the app, you need install it. Check the below QR code for more details.

Sugimoto Library does not lend books using the application.



\* **OMU Authentication System** is used for various IT services on-campus such as the Campus Portal System and network connections. An OMU ID is provided for every student. Check the Center for Information Initiative website for more details.

### Center for Information Initiative website

<https://www.omu.ac.jp/cii/>

### ? Forgot your password ?

If you have forgotten your password, please reset it from the login page of OMU authentication system.

## OMU Libraries

☞ Nakamozu Library, Morinomiya Library, Abeno Medical Library, Rinku Library

You can use the Libraries with your Library card.

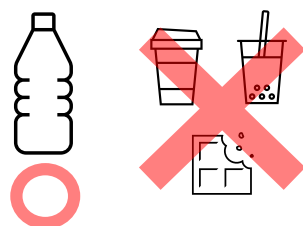
### ☞ Umeda Satellite Library

The Umeda Satellite Library is a library for students studying at Umeda Satellite. You can request the delivery service of books and journal articles via Web Service.

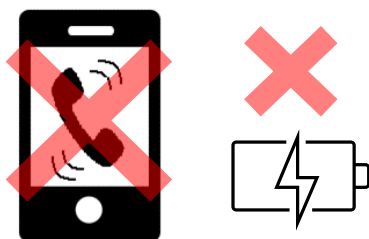
## ■■ Attention ■■

\*Eating is not allowed inside the Library.

\*You can bring drinks only in spill-proof containers such as plastic bottles.



\*Put your mobile phone to silent mode and refrain from calling inside the Library. It is also forbidden to charge batteries of your mobile.



Osaka Metropolitan University  
Sugimoto Library  
TEL:06-6605-3240

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Service Guide  
<https://lib.omu.ac.jp/sugimoto>

## Osaka Metropolitan University Sugimoto Library

# LIBRARY SERVICE GUIDE For Students

### ☞ Opening Hours

- ◆ Monday-Friday : 9:00-21:00  
(from 8:30 during teaching semesters)
- ◆ Saturday : 10:00-19:00
- ◆ Sunday : 10:00-17:00

### ☞ Days Closed

- ◆ National holidays
- ◆ Year-end and New Year holidays
- ◆ Entrance exam days
- ◆ Sundays (during spring and summer vacations)
- ◆ During library inspection (several days during spring and summer vacations)

### 📄 Sugimoto Library Website

<https://lib.omu.ac.jp/sugimoto>

## Floor Guide

8F	Theses* / Special documents*
7	Research books / Special collections*
6	Academic Commons
5	Learning Commons / Multimedia materials / English learning materials / Magazines for language learning
4	Books for students (social science) / Paperback books
3	Books for students (humanities, natural science)/ Paperback books
2	Counter / Reference books / Magazines / Current Newspapers
1	
B1	Current periodicals / Bound periodicals (1996-) / Newspapers
B2	Books for students / Bound periodicals (-1995)
B3	Research books

※Submit an application form to the Counter when you want to use Special Collections (7F) or materials on the 8F.

## PC & Internet

### 📄 Bring your own Device

- ◆ Do not use in the silent area.
- ◆ Please charge the battery before use.  
Power is provided for laptops, projectors, etc. in use.
- ◆ Printing from bring-your-own devices is not allowed.

## Library Card

### Library Card (Student ID Card)

You need your library card whenever you enter the Library, borrow books or make use of its facilities. Your student ID card serves as your library card.

### ? If you lose your library card, contact us here for a reissue:

- ◆ Student ID Card → Student Support Center
- ◆ Other Library Cards → Counter (2F)

## Counter

### Counter (2F)

Monday-Friday: 9:00-21:00

Saturday: 10:00-19:00

Sunday: 10:00-17:00

- ◆ Borrowing, Returning
    - \*8:30- on early opening days
  - ◆ Application for using facilities
  - ◆ Ask a librarian about the Library, finding materials, interlibrary loan (ILL) services
  - ◆ Pick up ILL photocopies and books
  - ◆ Application for use of multimedia materials and equipment
    - \* Even early opening days, counter
- Services other than borrowing and returning books and the use of facilities are available from 9:00.

## Borrowing, Returning

### Loan period and max number of books

User	Max number of books	Loan period	
		Open Stacks	Stack Rooms
Undergraduate Students (1st-3rd year)	10	2 weeks	2 weeks
Undergraduate Trainees			
Undergraduate Students (4th-6th year)	20	2 months	
Graduate students			
Graduate Trainees	20		
Research Students			

### How to borrow books

Present your library card with the books you want to borrow at the Counter.

### How to return books

Return books at the Main Counter or the drop box outside. You can also return books at libraries on other campuses.

### Materials that cannot be borrowed

Periodicals, Reference books, Multimedia materials, Graduate theses etc.

### How to renew books WEB

Books, except reserved ones and research laboratory materials, can be renewed through the Sugimoto Library website "My Library data". They must be renewed on or before the due date. You are allowed a maximum of 2 renewals per item.

### How to reserve books which are on loan

WEB

You may reserve books online (the maximum of open stack books is 10). When the book is returned, we will inform you by e-mail and hold the book for you for a week.

### How to order books from a laboratory

If you need materials held in research laboratories, submit an application form to the Counter. It might take several days to get the answer if the materials are available or not. We will let you know via e-mail and telephone.

\* You cannot renew loans of these materials.

### Return the books on time

If your books become overdue, your borrowing privileges will be suspended. You will not be able to borrow, renew, and reserve other books.



## Other Services

See the Sugimoto Library website and a series of Library Service Guides.

### Ask a librarian

If you have a question about using the Library, or finding materials, do not hesitate to ask at the Counter. You can also apply by E-mail or Web form.

### Request a purchase WEB

If you have a book to recommend for purchase by the Library, submit your request via Web Service. You can confirm on "My Library data" if the request was granted or not.

### Information retrieval corner (2F)

You can search for academic information using the databases and the Internet. Apply for the use of a desktop PC at the Counter. You need a prepaid card for printouts.

### Group Discussion

The Library offers various types of rooms for group study such as preparation for seminars or practicing a presentation. You can borrow a projector as well.

### Learning Commons

Furnished with movable desks, chairs, and whiteboards. You can use them freely.

### Group study room

Apply for use at the Counter. They can also be booked in advance.

### Photocopy Service

The Library is equipped with photocopiers (prepaid card operated / coin operated).

Prepaid cards are sold in the vending machine in front of the Counter.

\*All users of the Library have the obligation to observe the copyright law. Fill in a copy application form and submit it to the Counter.