# **Juntendo University**

# Hongo/Ochanomizu Campus Academic Media Center

# **Information**

ADDRESS: South 9F Century Tower, 2-1-1 Hongo, Bunkyo-ku Tokyo, 113-8421

**TEL:** 03-3813-3111 (Switchboard)

**EXT.**: 03-5802-1123 (Direct)

3245 (Reference)

3242 (Interlibrary Loan Service)

3252 (E-resources)

**FAX**: 03-3814-9300

HP: https://www.juntendo.ac.jp/about/org/library/hongou/

### **REMINDERS**

Please use your own ID card to enter the Academic Media Center.

Eating and smoking are prohibited. Beverages are allowed only in spill-proof containers.

- Taking picture of materials with your phone is prohibited.
- Please look after your valuables.

• Exclusive possession of a carrel is not allowed.

# **ELIGIBLE USERS**

- Undergraduate/graduate students
- Faculty and Staff
- Alumni
- Persons with permission from JAMC

### **HOURS**

#### **OPEN**

Monday-Friday	8:30 – 23:00	
Saturday	8:30 - 19:00	
2 <sup>nd</sup> Saturday of month	8:30 - 17:00	
Sunday	13:00 – 17:00	

### **CLOSED**

- National holidays, substitute national holidays, New Year holidays, and Juntendo Foundation Day (May 15<sup>th</sup>)
- We may be temporarily closed or change the opening hours, as necessary. For the latest information, Please check the following URL.



# **CIRCULATION POLICY**

#### **BORROWING**

Please bring the materials that you would like to borrow to the counter and present your ID card.

	Period	Number
Books/bound journals	2 weeks	Up to 5 items
Videos and DVDs		
Dictionaries	1 night 2 days	

### **RETURNING**

Bring the materials back to the counter or place them in the book drop on the 1st floor of Century Tower.

#### **RENEWING**

The loan period of materials at Hongo/

Ochanomizu campus can be renewed every two weeks unless reserved by another user. The loan period of materials at other campuses, can be renewed only once.

### **RESERVATIONS**

You can reserve books out on loan, and have materials delivered from a library at another campus.

#### **LOSS or DAMAGE**

If you have lost or damaged any JAMC items, please notify the JAMC staff immediately.

# **BOOK PURCHASE REQUESTS**

You may submit a request to purchase an academic book that is not yet in our collection. (Workbooks are not eligible.)

Please fill out a purchase request form at the counter. The request may be declined depending on the content of the book or budget.

# LIBRARY CATALOG

Materials at all of Juntendo University's campuses (Hongo/Ochanomizu, Sakura, Urayasu, Mishima, Urayasu/Hinode) can be searched using Juntendo OPAC.

Juntendo OPAC : https://jamc.juntendo.ac.jp/?lang=english



# **E-RESOURCES**

You can search the E-resources to which we subscribe (including freely available E-resources) at the following URL.

E-Journal, E-Book List: https://lx5sv8br7g.search.serialssolutions.com/



## **DATABASES**

You need to connect to the on-campus network via Secure Access before using the databases listed at the URL below.



Database List: https://www.juntendo.ac.jp/about/org/library/database/

