

For University of Tsukuba students who belong to Tokyo Campus

University of Tsukuba Otsuka Library User's Guide

<Contents>

Entering the library / Borrowing a book / Overdue Penalties	... p.2
Using PCs in the library	... p.2
“MyLibrary” (Renewals of loan period / Room Reservations, etc.)	... p.3
How to search for materials	... p.4
How to get materials that are not held by Otsuka Library	... p.5
Requesting a book purchase	... p.6
Research Consultation (about using the library, finding materials, etc.)	... p.6
Links	... p.6

* Library hours and service may be limited or changed.
Please check the library website for the latest information.

[Library Website top page](https://www.tulips.tsukuba.ac.jp/lib/en)

<https://www.tulips.tsukuba.ac.jp/lib/en>



**University of
Tsukuba Library**



Revised in March 2026

Entering the library / Borrowing a book / Overdue Penalties

Your student ID card is your library card. You can enter the library by holding your ID card over the gate.

Your ID card is also required to borrow books (graduate students: 20 books, 3 weeks, 3 renewals). If you forget your ID card, you will not be able to borrow books.

Please return books to the library counter when the library is open, or use the book-drop by the entrance when the library is closed. If the deadline for returning books is exceeded, overdue penalties will be applied. During the penalty period, you will be suspended from borrowing, renewals, and reservations.

Check !

Tokyo Campus students can use after-hours from 9:00 a.m. to 11:00 p.m.

Full-time faculty members and graduate students* who belong to Tokyo Campus can use the Otsuka Library during after-hours.

(*)All Degree Programs in Business Sciences, Law School Program, MBA Program in International Business, Degree Programs in Comprehensive Human Sciences (Counseling, Counseling Science, Rehabilitation Science, Sport and Wellness Promotion), Law School students. If you are **not a regular student, you need to apply**, so please consult at the counter.

Available hours: 9:00 a.m. - 11:00 p.m.,
also available on holidays, summer holidays, and year-end and New Year holidays.

How to enter:

- ① Please hold your ID card over the card reader on the right side of the automatic door.
- ② When the green light flashes, move in front of the automatic door. The door will open.
- ③ At the entrance gate, please hold up your ID card to pass through the gate.



For more information, please check the library website "Extended-hours utilization (Otsuka)".

★Note★

- **Please be sure to leave the library by 11:00 p.m.** After 11:00 p.m., the lighting and the gate will automatically turn off and you will not be able to leave there.
- If the buzzer rings when you leave the library, please put the borrowed book in the library's book box and check it out again later when the counter is open.
- Please use the library at your own risk as there is no staff during after-hours.

Using PCs in the library

Use the computers provided

There are two types of computers in the library: Zengaku (Campus-Wide) computer and the library PC. University of Tsukuba students can freely use both types of computers.

	Library PC (5 PCs)	Zengaku (Campus-Wide) computer (11 PCs)
ID and Password*	—	< When you log in > ID: s + last 7 digits of student ID number Password: Unified authentication password
printing	You can use the charged-printer B5/A4/B4/A3 size Black and white ¥10 per paper / color ¥70 per paper	Annual print limit differs by your affiliation The number of pages can be checked after logging in. A4 size, black and white/color (1 color page = 5 black and white pages)

*If you forget your password, you can get a new one at the library. Please come to the counter with your ID card during staff service hours.

Use the On-Campus Wi-Fi System

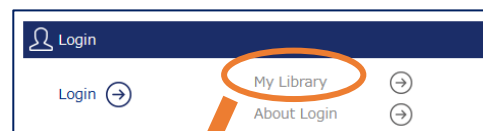
University of Tsukuba students can use the On-Campus Wi-Fi System. For instructions on how to use the system, please visit ACCC (Academic Computing and Communications Center) website.
https://www.cc.tsukuba.ac.jp/wp_e/service/wireless/



“MyLibrary” (Renewals of loan period / Room Reservations, etc.)

In MyLibrary, you can check the materials on loan or the materials under request, and make reservations for multi-purpose rooms.

You can log in by entering your ID (the 13-digit number on the back of your ID card) and password from "MyLibrary" on the top page of the library website.



① Checking due dates and renewing books

You can check the due dates for borrowed books.

If you want to renew the due date, please click [Renew].

★Note★

The new due date will be counted from the date of the renewal procedure.

You cannot renew books in the following cases:

The book is reserved by other users / You have unreturned overdue material / During an overdue penalty period



② Reservation for Study Rooms

◇ The Multipurpose Study Room (3 rooms)

This is a glass-walled study room where multiple people can study or hold classes. It can be used by groups of 2 or more, with each group allowed to use the room for up to 3 hours once per day (groups including external users are not permitted). Advance reservation is required. At the reserved time, please present your student ID at the counter to receive the key.

◇ Web Meeting Booth (1 room)

This is a soundproof room that can be used for online classes, meetings, and research activities that involve speaking. Each person can use the booth for up to 3 hours once per day. The process for usage is the same as for the multipurpose study room.

③ Mail address change

The following notifications will be sent to the email address provided by the university (xxxxx@u.tsukuba.ac.jp).

- Notifications when the books reserved/requested Tsukuba area inter loan service become available.
- Notification of arrival of copies or books from other university's libraries.
- Notification of 2 days before your due date.

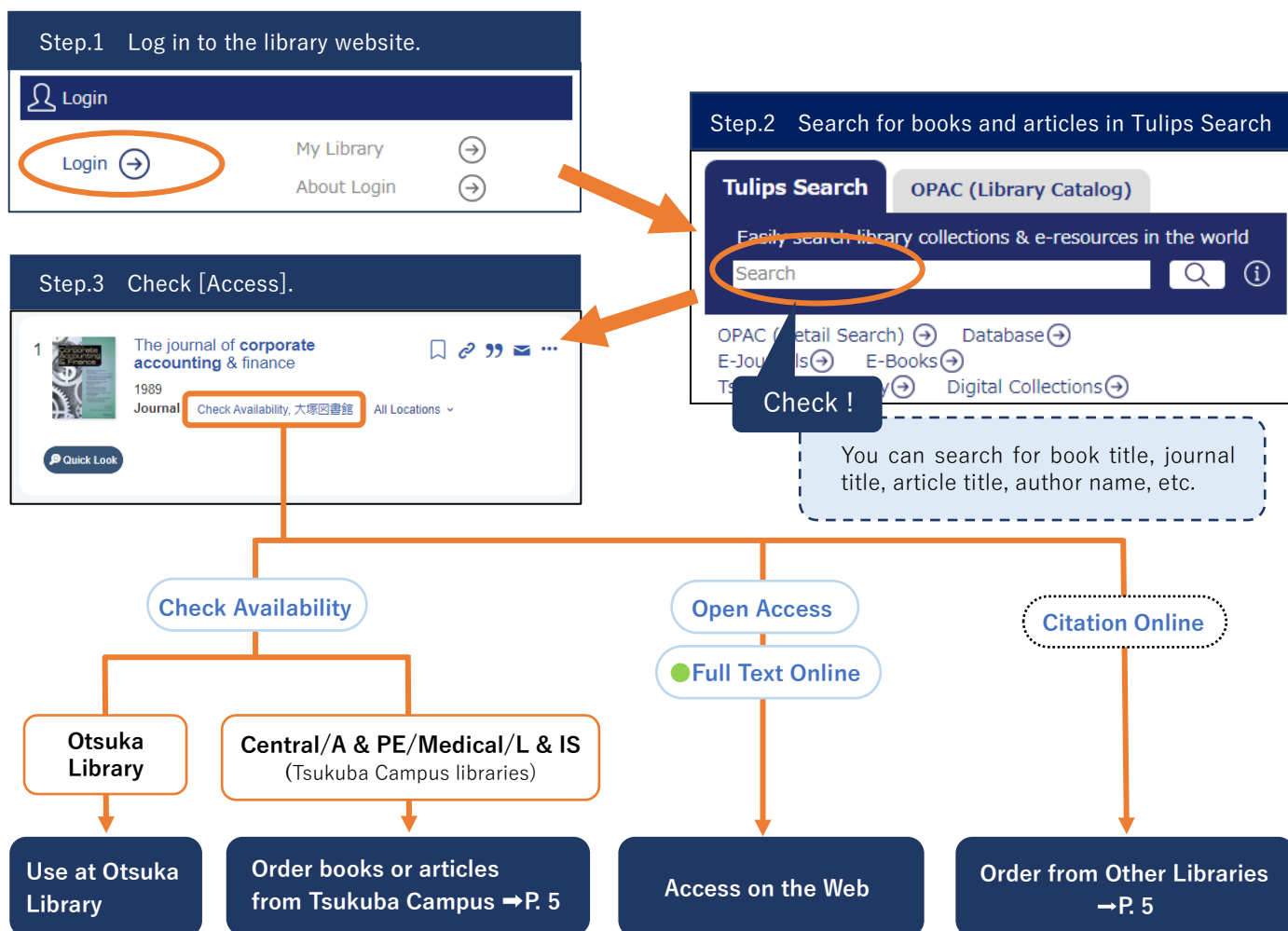
If you would like to add a notification email address, register here.

In addition, MyLibrary offers various other services, such as applying for a letter of introduction and checking the history of materials you have borrowed. Please take advantage of these services.

How to search for materials

Simple flow of searching for materials

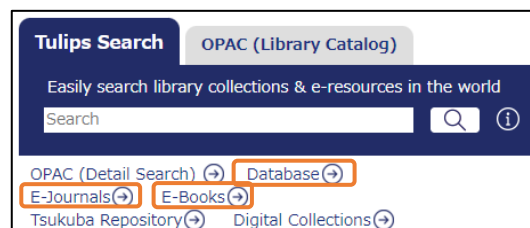
"Tulips Search" on the top page of the library's website help you to search for books and articles at once. When searching for materials, please try using Tulips Search first.



How can I search e-resources directly?

If you want to check whether the material you are looking for is available in an e-book or e-journal, or if you want to search directly for each database, you can also try the following steps.

- ① Login to the library website
- ② Click on [Database] or [E-Journals] or [E-Books] under the search window on the top page.
- ③ Databases can be searched from a list, while e-journals and e-books can be searched by journal or book title.



Check !

The e-resources are available from off-campus, using remote access service

Remote access service allows you to access some of the e-resources from off-campus.

- ① Click the "R" icon of the e-resource that was hit in the e-journal search or was in the databases list.
- ② Enter your Unified Authentication ID and password to login.

*When the VPN is connected, you may not be able to use remote access service.



How to get materials that are not held by Otsuka Library

I want to order books from Tsukuba Campus.

If there are books at Tsukuba Campus,

- ① Search a book on Tulips Search, and click on the title of the book or [Check Availability].
- ② Click the [Reserve] button, and go to the application page.

A notification will be sent to your registered e-mail address when the book is available.

(Time to arrival: about 1-7 days)

Check !

Delivery Locker for Books Located at Tsukuba Campus libraries (Otsuka)

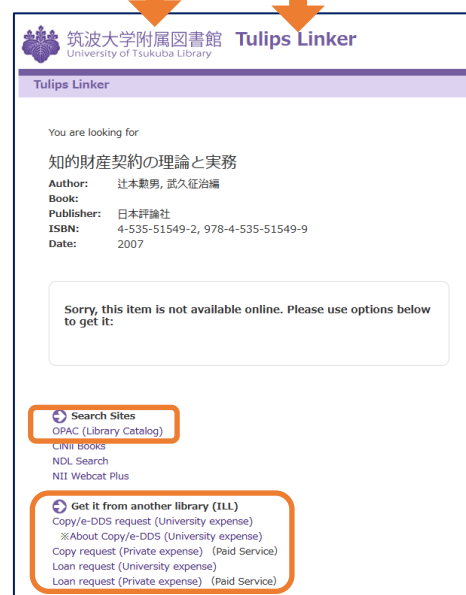
The books ordered are checked out as soon as they arrive and can be picked up during the after-hours. This service is for users who registered the Extended-hours utilization.

Advance registration is required to use this service. Registration can be done through the Library Website.



I want to get articles held at Tsukuba Campus or materials held by other libraries. (Paid service*)

- ① Search the material on Tulips Search, and click on the title or [Citation Online].
- ② On the screen of [Tulips Linker], Click on the title [OPAC (Library Catalog)].
 1. When search results are displayed on OPAC, check the library holding the item.
 - Otsuka : Visit Otsuka Library and use them.
 - Central/A&PE/Medical/L&IS : Proceed ③.
 2. When search results aren't displayed on OPAC, proceed ③.
- ③ Click on one of the following, depending on the type of materials.
 - Article copy: [Copy request (Private expense)].
 - Book: [Loan request (Private expense)]
- ④ Go to the application page.



A notification will be sent to your registered e-mail address when the copy or book is ready. Please come to the counter during staff service hours (→ p. 6) with the fee.

*Approximate fee and arrival time (Delivery within Japan)

	fee	Time till Delivery
copy (On campus)	Black and white: ¥20/page Color: ¥90/page	Delivered in approx. 2-3 days (weekdays)
copy (Off-campus)	Black and white ¥30-¥50/page, Color ¥80-¥100/page + Postage ¥110-¥310	Delivered in approx. 1-2 weeks
books	the actual two-way transportation fee (¥1,500-¥3,000 per book)	Delivered in approx. 4-10 days Loan period: approx. 10 to 20 days (depending on the lending library)

Check !

Mailing article copy to your home

We provide article copies from the library to your home for those who have difficulty visiting the library. Copies fees, shipping costs from outside campus, and shipping costs to your home are all borne by the user.



If you would like to request materials that do not display [Tulips Linker], you can request them directly from "New request" in MyLibrary.

Requesting a book purchase

One person can request only one book each month.

Please apply with a reason for why you need the book in the library's collection, not a personal reason.

The result will be announced in about 20 days from the date of application (It could be earlier or later) .

For more information, please visit the library website.

Library Website > Services (Library Guide) > Recommending Books

> Application to purchase books from students

<https://www.tulips.tsukuba.ac.jp/lib/en/service/gakusei-kibou>



Research Consultation (about using the library, finding materials, etc.)

Various workshops are held.

We hold workshops on how to use the library, how to search for materials, and how to use databases.

The detailed schedule of workshops is available on the library's website. We also have a number of online training sessions and on-demand training videos available for your viewing.

Library Website > Support > Workshops > Workshop Schedule

<https://www.tulips.tsukuba.ac.jp/lib/en/support/guidance>



Various consultations are available.

If you cannot find the materials you are looking for, or if you do not know how to use the library or databases, please feel free to contact us. You can contact us not only at the counter, but also via e-mail, the inquiry form on the website.

Library Web Site > Contact Us > How to Contact Us > Research Consultation

<https://www.tulips.tsukuba.ac.jp/lib/en/contact/ask-us>



Links

Calendar

Library hours are subject to change.

Please check the library calendar when you visit the library.

<https://www.tulips.tsukuba.ac.jp/lib/en/calendar?lid=4>



Otsuka Library Floor Map / Arrangement of Library Materials

Library Web Site > Access > Otsuka Library (Tokyo Campus)

> Floor Map / Arrangement of Library Materials

<https://www.tulips.tsukuba.ac.jp/lib/en/access/loc-otsuka>



Otsuka Library 360° VR Image

Library Web Site > Services (Library Guide) > Visiting the Library > 360° VR Panoramas

<https://www.tulips.tsukuba.ac.jp/accessibility/VR/otsuka-map.html>



Library Guide PDF (Including Tsukuba Campus Libraries)

<https://www.tulips.tsukuba.ac.jp/lib/en/service/guide-pdf>

