

FOREWORD

The JICA Tsukuba Center Library (TBIC Library), established in 1990, is an open stack library, designed to help JICA staffs and participants of technical training courses.

The collection of the library includes approximately 23,200 books, 1,080 audiovisuals, and 530 different Journals covering humanities (including Japanese culture), and the social and natural sciences, particularly agriculture. About half the materials are in English, while the other half are in Japanese.

All library items, except for Journals, are arranged on the shelves by call numbers which are assigned according to the subject matter. The Library has a special classification scheme: JICA Decimal Classification (JDC).

It is our hope that this leaflet will help you navigate through the TBIC Library and its resources. For additional information, please contact librarians for assistance.



The First Library

OPEN HOURS

The First Library (Training Wing 2nd Floor)

Monday – Friday **1 : 00PM – 6 : 00PM**

Agriculture and other technical books and journals, Course textbooks and report by past participants

Japanese Culture, Japanese History
Japanese Language (Nihon go)
Guide Book for traveling in Japan

The Second Library (Admin. Wing 3rd Floor)

Monday – Friday **10 : 00AM – 12 : 00PM**

Picture book for Children
Book to understand the World

CLOSE DAYS

Saturday, Sunday,
Japanese National holidays,
December 29 – January 3

COPYING

All materials are strictly protected from copying under the copy right law.

The TBIC Library does not provide a photocopy service. Participants of the TBIC training courses who wish to make photocopies should consult to their training coordinator or training officer.

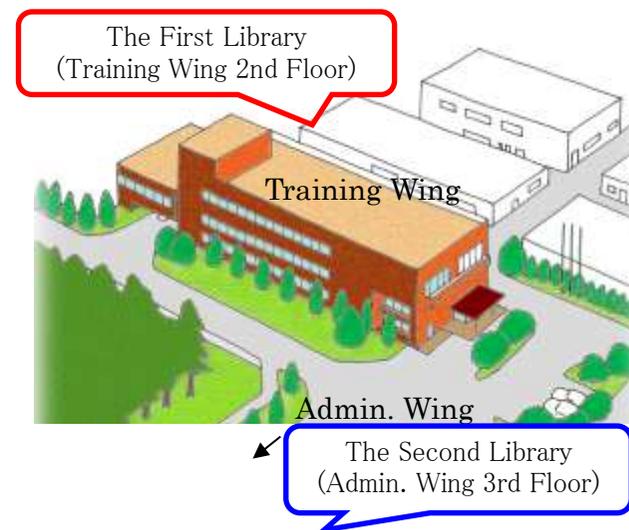
Book Search System

OPAC (Online Public Access Catalog)

<https://libportal.jica.go.jp/library/TBICBooks/detailssearch.php>

JICA Tsukuba Center

Library Guide



Japan International Cooperation Agency
Tsukuba Center Library
(JICA TBIC Library)

3-6 KOYADAI TSUKUBA IBARAKI
305-0074 JAPAN

e-mail : tbictp2-tosho@jica.go.jp
<https://www.jica.go.jp/tsukuba/library/index.html>

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CIRCULATION COUNTER

1. Check Out

To borrow a book or other library material for use outside the Library, present it along with your library card or medical card at the Circulation Counter. The condition for borrowing are as follows.

Maximum number of library materials: 5 at a time

Loan period: 2 weeks or 1 week

2. Return

Bring the book you have checked out to the Circulation Counter. You do not need to present your card.

3. Renewals

If you want to renew a material, bring it to the Circulation Counter. Renewals cannot be done by telephone. If no one else has requested the material, your loan will be renewed.

4. Reservations

If a book or other library material you would like to use has been checked out, you may ask that it be held for you when it is returned. Make your request at the Circulation Counter. When the book becomes available, the Library will inform you.

5. Lost or Damaged Books

If a book is lost or damaged while you are responsible for it, you are responsible for the cost & replacement of the book. Even if the copy is not available because it is out of print etc., you are still required to pay the cost of purchasing a replacement.

COOPERATION WITH JICA LIBRARY [Book Delivery Service]

You can use materials owned by the JICA Library in Tokyo, without traveling there. When you need to use the JICA Library's materials not available at the TBIC Library, you can obtain them by mail free of charge. We will make a book request for you. The JICA Library will send us the requested materials by mail.

ACCESS TO OTHER LIBRARIES

1. Use of Other Libraries in Tsukuba City

The TBIC Library keeps a special membership card to use the libraries of research and educational institutes in Tsukuba City. Apply at the Circulation Counter for the card when you wish to use

another library in Tsukuba besides the University of Tsukuba Library. Each library has different rules, and will offer you library services within the limits of their rules.

2. Interlibrary Cooperation: Getting photocopies of materials and Borrowing Books

It is possible to obtain by mail from other libraries photocopies of materials not available at the TBIC Library. Photocopying and postage.

It is also possible to borrow from other libraries books not available at the TBIC Library.

You may be asked for mailing or photocopying.

LIBRARY MAP

