

Sophia University Math. Library

User's Guide

(Room 095, B1F, Building No. 4)

Academic Year 2026


Eligibility

All undergraduate and graduate students at Sophia University.

Opening Hours

- Monday to Friday : 9:00–11:30 / 12:30–17:00
(*May close temporarily due to staff availability*)
- Closed on : Saturdays, Sundays, national holidays (except when classes are in session), university holidays, and other designated days.

Any changes to opening hours will be posted at the library entrance and in front of the Department of Information and Communication Sciences office, and announced on the Mathematics Library OPAC website

 <https://mathlib-sophia.opac.jp/opac>



←The OPAC can also be accessed

from smartphones and tablets.

Library Usage Rules

Borrowing Books

Please submit borrowing requests at least **15 minutes before closing**.

Present your student ID and the book(s) you wish to borrow at the counter.

Borrowing Limits and Periods

Status	Eligible Students	Max Books	Loan Period
Undergraduate	Info & Comm. Sci. (1st–2nd yr), Engineering & Applied Sci. (1st–4th yr), Materials & Life Sci. (1st–4th yr)	10 books	Until end of semester exams (Late July / Late January)
Undergraduate	Info & Comm. Sci. (3rd–4th yr)	20 books	Same as above
Undergraduate	Other faculties	10 books	14 days
Graduate	Graduate students in Science & Tech	30 books	Until end of semester exams
Graduate	Other graduate students	20 books	30 days

Magazines and books marked “In-library use only” cannot be borrowed.

Returning Books

- Please return books to the **Mathematics Library counter** (not the Central Library).
- A student ID is **not required** for returns.
- When the library is closed, please use the return box located next to the entrance door.
- You can check due dates via the OPAC.
- If you are unable to return items by the due date, please contact the library using the information provided on the back cover of the book.

Lost or Damaged Books

- Please report any lost or damaged books (including water damage caused by rain or spills) to the library staff immediately.
- Compensation may be required depending on the circumstances.

Book Purchase Requests

- Requests are accepted only for mathematics-related books not currently held by the library.
- Please submit a **Book Purchase Request Form** to the library staff.
- You will be notified later regarding approval.

Searching for Materials

*Please feel free to use the search computers available in the Mathematics Library.

Book Arrangement

- Japanese books: arranged by author name (kana order)
- Japanese collections: arranged by title (kana order)
- Foreign books: arranged by author name (alphabetical order)
- Foreign collections: arranged by title (alphabetical order)

Magazine Arrangement

- Magazines are arranged alphabetically by title and separated into domestic and foreign publications.
- Newly arrived magazines and back issues are located on the newly arrived shelves for short-term storage.
- Long-term storage (approximately 1–2 years) is also available.
- Bound magazines are stored in compact shelving.

Search Tools

Mathematics Library OPAC : <https://mathlib-sophia.opac.jp/>

Central Library OPAC : <http://lux.lib.sophia.ac.jp/opac/>

Central Library Electronic Resources Access Page :
<http://ax5kr6fu7r.search.serialssolutions.com/>

Note: Searching by article title or article author is not supported.

Using E-books

By using Sophia University's secure VPN (Virtual Private Network), you can access e-books and databases provided by the library from off campus using your personal computer.

Accessing Materials Not Held by the Library

- Please visit the **Central Library Reference Counter** to request access to or copies (fees apply) of materials held by external institutions.
- Requests cannot be made at the Mathematics Library.

General Notes

Use coin lockers or designated baggage areas near the entrance.

You are free to use the study desks.

Sophia Wi-Fi is accessible.

Equipment such as whiteboards and paper cutters are available for use.

Only drinks in tightly sealed containers (e.g., water bottles) are allowed.

No food permitted.

In case of an earthquake, move away from bookshelves immediately and evacuate to the entrance or office area.

Emergency exits are located on both sides opposite the office area.

Contact Information

Sophia University Math. Library

7-1 Kioicho, Chiyoda-ku, Tokyo 102-8554

Tel: 03-3238-3382

Fax: 03-3238-3691

Email: scitec-3@sophia.ac.jp

URL: <https://mathlib-sophia.opac.jp/opac>