

GUIDE FOR VISITORS

Download

http://www.minpaku.ac.jp/sites/default/files/research/activity/organization/ciae/Guide_for_Visitors.pdf

Important contact numbers

Police	110 (multilingual)
Ambulance / Fire	119 (multilingual)
Center for International Academic Exchange	06-6878-8235
Center for Research Development	06-6878-8314
Host researcher (office)	06-6878-
Host researcher (cell/home)	
Museum fax	06-6878-7503
My office	06-6878-

Assistance for Foreigners at Times of Disaster in 5 languages

<http://www.tokyo-icc.jp/english/index.html>

National Museum of Ethnology (Minpaku)

<http://www.minpaku.ac.jp/english/>

Expo '70 Commemorative Park

<http://www.expo70-park.jp/languages/english/>

Center for International Academic Exchange



National Museum of Ethnology

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I. Before Coming to Minpaku

1. Visa procedure and travel insurance

International scholars who will receive a salary from Minpaku need to apply to their nearest Japanese embassy or consulate with the Certificate of Eligibility (COE), passport, and other documents for a Professor's Visa (*Kyōjyu visa*) before coming to Japan. The COE is valid for three months after it is issued.

If you are in Japan for three months or more, you can obtain a resident card and join Japanese National Health Insurance. If your stay is less than three months, travel accident insurance from your home country is highly recommended. Insurance fee is at your own cost.

1) What is a Certificate of Eligibility?

A COE is issued before a visa application by a regional immigration authority inside Japan, under the jurisdiction of the Ministry of Justice and is used as evidence that the foreign national meets the conditions for landing in Japan. Application by a proxy in Japan is allowed and will be undertaken by Minpaku on your behalf, if you come as an Overseas Visiting Fellow.

2) What will it be used for?

A foreign national in possession of a COE (before departure) can get a visa issued more easily at an embassy or consulate, i.e. within the standard processing period (five working days).

Note: A visa application can be made directly to the embassy or consulate without this certificate, but in this case it will be necessary to submit a large number of verifying documents, and the processing will take a long time (several months) because the application documents will have to be sent from your country to an immigration authority in Japan for examination.

3) How do you get it?

In a couple of months before your coming to Japan, you will be requested to submit required documents such as photocopy of your passport to Minpaku staff, who will apply to an immigration authority in Japan for COE in proxy of you. COE will be issued in a month, and then sent to you by postal mail. You will be requested to apply for your visa to Japan as soon as you receive the COE.

If you are a Visiting Researcher, you can take a visa for "cultural activities(*bunka katsudō*)", and your host researcher will be your proxy for obtaining it; ask your host at Minpaku for further details.

4) Residence Card

A Residence Card will be issued to persons residing in Japan who have been granted a status of residence with a period of stay of more than three months. It will be issued at Narita, Haneda, Chubu, and Kansai airports. In addition to a picture (face only), information such as name, nationality/region, date of birth, sex, status of residence, period of stay, and working permits will be shown on the card. All foreign residents are obliged to carry the card or passport on a daily basis.

2. Travel arrangements

1) For travel from your local airport to Minpaku, you must initially purchase a one-way air ticket. Those whose contract period is less than one year can buy a round trip air ticket.

2) After your arrival in Japan, we will reimburse you in Japanese currency for the airfare. The reimbursement will be for the most economical direct route between your local airport and Minpaku. For the reimbursement we need: 1. itinerary, 2. invoice, 3. receipt, 4. air-ticket stub. It takes Minpaku about a month for the reimbursement procedure.

3. Things to bring

- 1) Cash for initial living expenses (at least 100,000-200,000JPY)
- 2) Clothes
- 3) Passport photos and seal (signature stamp, if available)

II. After Arrival in Japan

1. Accommodation

1) Accommodation leased by Minpaku from Osaka University is available for rent on a first-come, first-served basis. The rent and utility fees vary according to types of accommodation, and are at Overseas Visiting Fellow's own expense. The monthly cost is usually in the range of 40,000 to 70,000 JPY. In the case you will bring your family, please inform your host researcher at your earliest time as room availability depends on vacancy and capacity.

	Name	Location (city)
1	International House B, Osaka University	Machikaneyama, Toyonaka
2	No. 222, Residence for Foreign Instructors, Osaka University	Onohara, Minoh
3	No. 4XX, Residence for Foreign Instructors, Osaka University	Onohara, Minoh

Visiting Researchers should arrange accommodation at their own, please consult your host researcher in advance, as the rules and customs for finding and renting real estate can be very complex. The monthly cost is usually in the range of 80,000 to 150,000 JPY.

Leopalace 21 <http://en.leopalace21.com/>

2) General Services

When you start or stop using the water service, electricity, gas, or telephone/cell phone, you should inform the appropriate city office, or service office at the appropriate utility company. These fees are at your own cost, not included in rent or common service fees.

Paying bills

To pay bills for utilities, NHK TV, cell phone, or newspaper subscriptions, automatic transfer through a bank or post office account can be convenient. You can also transfer money to pay bills at banks, post offices and most convenience stores. You can not pay bills by bank check in Japan.

Cell phones

Companies selling cell phone services will ask you to present identification documents, usually together with your Resident Card and passport. Listed below are the major cell phone companies in Japan. Subscription, prepay service and English language phones are available.

Docomo (NTT) <http://www.nttdocomo.co.jp/english/>
Softbank <http://mb.softbank.jp/en/>
au (KDDI) <http://www.au.kddi.com/english/index.html>

If you have a so called SIM-free smartphone, budget SIM cards by MVNOs are available.

OCN mobile ONE <http://service.ocn.ne.jp/english/mobile/one/>
IJimio <https://www.ijmio.jp/hdd/visitors/>

Electric appliances

You can learn how to use many Japanese home electric appliances on YouTube.

2. Procedures Required at the Local City Office (*Shiyakusho*)

1) Notification of place of residence (*Jyūmin tōroku*)

Those who have received a residence card at a port of entry are required to visit the local city office where you live with your Residence Card, and notify your address within 14 days of arriving to Japan. Then you can request to issue a Certificate of Residence (*Jyūmin hyō*) to open your bank account.

2) Social Security and Tax Number System (My Number)

In accordance with the Social Security and Tax Number System (nicknamed “My Number”), which went into effect in January 2016, all registered residents of Japan are being issued a twelve-digit individual number, including foreign residents conducting research in Japan for three months or longer who have a visa status other than “short-term stay” (temporary visitors).

This number will gradually be required for various types of administrative procedures, including social security and tax procedures as well as disaster countermeasures. Since you will be asked for your individual number for tax procedures at Minpaku, please be sure to obtain your individual number and individual number notification card when you file your resident registration at the local city office.

As a rule, once you receive your number, it will not change throughout your lifetime. If you leave Japan and then re-enter the country, you will be given the same number.

The number is required to register at a bank if you want to send or receive money through bank remittance.

3) National Health Insurance (*Kokumin kenkō hoken*)

This is a nationwide mutual aid program funded by policyholders’ premiums with the aim of alleviating the burden of medical expenses. Local city offices are in charge of its administration. All foreigners (including accompanying family members) who reside legally in Japan longer than three months are required to enroll in this program unless they are enrolled in some other social insurance program in their home country. If they declare that they had no income in Japan during the previous year, premiums will be reduced by about 60 percent. By paying a premium and presenting their insurance card, policyholders will have to bear 30 percent of the expenses required for medical treatment or hospitalization. This insurance covers dental treatment and chronic diseases, which may not be covered by general overseas travelers’ personal accident insurance.

You can apply for a National Health Insurance policyholder, in your local city office by presenting your Residence Card and passport at the time of notification of place of residence.

4) Banks

When you open a bank account, you can use these services: deposits, money transfers, automatic payment of such items as utility bills and credit card balances, currency exchange, and so on. They generally open from 9:00 to 15:00 on weekdays, Monday through Friday, and closed on Saturdays, Sundays and national holidays. ATM operating hours vary from bank to bank and some provide a 24 hour service. You are recommended to apply for an ATM card at the same time opening an account.

The following are required documents in most cases :

- ① Passport
- ② National Health Insurance Card, or Residence Card
- ③ Certificate of Residence (*Jyūmin hyō*)
- ④ Personal seal (inkan) (rubber stamp is not acceptable)
 - * Some banks accept a signature as a substitute for an inkan, but inkan may be a must for procedure of many types of transaction such as internet banking. - Please check with the bank.
- ⑤ Cash for initial deposit
 - * The minimum amount of deposit will vary depending on the bank. - Please check with the bank.

You can have your personal seal made after your arrival. Please ask your host for advice.

5) Foreign currency exchange

- World Currency Shop
10:00a.m. – 8:30p.m. (B2F Yodobashi Camera Multimedia Umeda)
<http://www.tokyo-card.co.jp/wcs/shopdtl.php?no=35>
- Sumitomo Mitsui Banking Corp. (SMBC) Umeda Foreign Currency Exchange Corner
Weekdays 9:00a.m. – 9:00p.m. Weekends 10:00a.m. – 5:00p.m. (Hankyu Sanbangai B1F)
<http://www.smbc.co.jp/kojin/sonota/ryougae/tenpo.html>

III. How to Survive at Minpaku

1. Rooms and offices

1) Using your room

Every Overseas Visiting Fellow is given as much office space as possible. Each office has a computer (English or Japanese OS), telephone, desks and chairs. Every time you arrive at Minpaku, ask for your room key at the 1st floor, the staff entrance counter. Write your time of arrival, room number, and signature in the key book on the counter. When you leave, return the key. For security reasons, all staff and visitors are requested to wear their name badges (ID card) inside the museum.

Air Conditioning in each office is regulated by a switch next to the door or on the air conditioner by the window (heating in winter (December-March), cooling in summer (late June-September)).

All offices and common rooms are non-smoking. A smoking area is available on the third floor.

2) Computers, e-mail, and internet

To obtain a museum e-mail account and to use a private computer to access the internet, a written application must be made to the Information Systems and Services Section (*Jyōhō ka*), using a form that is provided on request. When using the shared computers, please be very careful to avoid introducing computer viruses. Do not run doubtful software or keep personal files on the hard disk of a shared computer. Save your personal files on portable media.

Wireless LAN is available inside the museum. Contact Information Systems and Services Section (*Jyōhō ka*) for details.

CDs and DVDs can be obtained from room 4003 (yellow corridor). Flash drives are not provided.

Application for an e-mail account is available after approval of the visit, please consult with your host researcher.

3) General Services (phones, fax, mail etc.)

The Museum offers three levels of access to facilities for communication. Services are for research purposes only.

Level 1 (For Overseas Visiting Fellows): ¥5,000 copy card, phone, fax and postal service.

Level 2 (For Visiting Researchers on Category 1-5, 7, 8-① and ②): ¥3,000 copy card, phone, fax and postal service.

Level 3 (For Visiting Researchers on Category 6, 8-⑥,⑦,⑧ and ⑨): ¥1,000 copy card.

For internal telephone calls from your office, dial the desired extension number directly.

For outside calls, dial 0 before the telephone number. An area code is not needed for local calls with the area code 06 (Osaka area).

If you wish to make an international call, fill in the 'International Call Application Form' after the call and submit it to any office on the 4th floor. For international calls, dial 0 first, then 010.

A fax machine for general use is located in the Research Center for Cultural Resources, in Room 4058 (white corridor) and in the office of the Department of Social Research (4018, yellow corridor). The number is 06-6878-7503. International faxes are permitted. Japan country code is +81.

For a small number of photocopies, you can use the copier in any Research Department or Center office. For a large number of photocopies, better machines are available in Room 4095 (red corridor) and in the library. Most copiers have bilingual functions. A document-binding machine is available in the main copy room (4028).

2. Using Facilities

1) Library <http://www.minpaku.ac.jp/english/research/sharing/library>

The library is on the 3rd floor and is open from 10 a.m. to 5 p.m. Closed days are Wednesdays, Sundays, and National Holidays. You can also use the library on Saturdays, Sundays, holidays or after usual hours under certain conditions. For details, ask at the library reception desk. See “Guide to the Minpaku Library” attached.

The Minpaku library offers an extensive selection of ethnological books, journals, microfilms, and CD-ROMs. Its collection is one of the largest among the institutions for cultural anthropology and ethnological research in Japan. Journals and books are shelved according to their titles and the OWC (Outline of World Cultures) system, respectively. OWC is a system of classification of the world’s ethnic groups and areas that was developed at Yale University for the Human Relations Area Files.

Many electronic journals, databases and electronic dictionaries are also available at the Museum (for internal access only).

2) Technical facilities, audio-visual lab, science labs, and storage areas

To use any of the audio-visual materials of Minpaku, consult the person in charge of multi-media in the Audio-visual Unit on the 3rd floor of the Information Systems and Services Section (*Jyōhō ka*).

For access to artifacts stored at the museum, or to obtain printed acquisition lists, consult the person in charge of the Artifact Management Unit (*Hyōhon shiryō kakari*) of the Information Planning Section (*Kikaku ka*). The main storage area is on the 1st floor of the museum. In general, displays can be photographed in the permanent exhibition galleries, but not in the thematic and special exhibitions.

3) Internet conferencing system

An internet conferencing system is located in Seminar Room L (#4073 *Dai enshū shitsu*) on the 4th floor. This makes it possible to have a world-wide conference with three cameras and five microphones mounted on the ceiling. It can be used to hold a conference, give lectures, etc. You can use your personal computer as well. For further information or to reserve the room, please contact Committee for Research Department Activities (*Somuiin kai*) through your Department secretary.

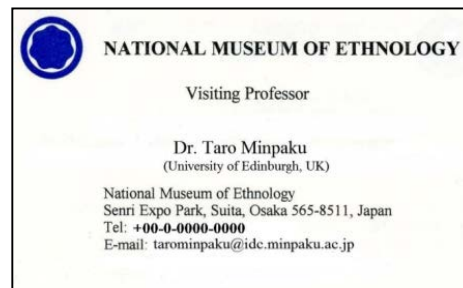
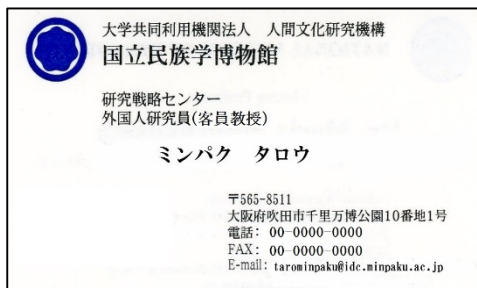
4) Benefits available using your ID card

By showing your ID card at restaurants and shops in EXPO '70 Commemorative Park, you can receive a 5% discount.

5) Business card

Please ask your host how to order your business card (see example below).

It costs about 3,000 yen for 100 double sided cards.



Sample

3. Research activities in Minpaku

1) Participation in seminars

All Overseas Visiting Fellows and Visiting Researchers are welcome to participate in seminars and symposia, and to make presentations. A Overseas Visiting Fellow is usually required to give a presentation at Minpaku Research Seminar Series introducing his/her work soon after they arrive.

2) Organizing a symposium or other meeting at Minpaku

Various meeting rooms are available for use by Minpaku staff and Visiting Researchers. Bookings should be made through Minpaku internal website well in advance. Please discuss with your host professor.

3) Publications

You may also submit articles in any language to *Kokuritsu Minzokugaku Hakubutsukan Kenkyu Hokoku* [Bulletin of the National Museum of Ethnology], or in Japanese only to *Minpaku Tsūshin* [Minpaku News Letter], and *Gekkan Minpaku* [Minpaku Monthly].

At the start of your visit, you will also be asked to submit a short biographical note for the *Minpaku Anthropology Newsletter*. All visitors are invited to submit short articles for the *Minpaku Anthropology Newsletter*, and in some cases, an article may be requested as a contribution to the special theme of a particular newsletter issue.

Longer-term visitors are also invited to submit articles for our main research publications (*Bulletin of the National Museum of Ethnology*, *Senri Ethnological Bulletin*, and *Senri Ethnological Reports*). Please ask your host and our Publications Office for details.

For more information about seminars and museum publications, please ask your host researcher.

See also: <http://www.minpaku.ac.jp/english/research>

Please inform your host and department secretary about your travel plan(domestic/international). If travel funds are included as a condition of your visit, an application form should be submitted to the museum at least two weeks before your departure, and a short report form should be submitted after your return.

Visiting Researchers can organize symposia but supporting funds will not be provided by Minpaku; please consult with your host researcher.

4. Research activities outside Minpaku

1) Academic meetings outside Japan

If you need to leave Japan to attend academic meetings and then re-enter during your authorized visiting period, you need to be sure to show your residence card to the immigration officer at departure, and you have to check the box on the ED card, which says “Departure with Special Re-entry Permission”.

2) Academic meetings inside Japan

Please inform your host and department secretary about your travel plan. If travel funds are included as a condition of your visit, an application form should be submitted to the museum at least two weeks before your departure, and a short report form should be submitted after your return.

5. Emergencies

In case of natural disaster or fire, instructions for evacuation will be broadcast inside the museum in Japanese and English. Evacuation and fire safety drills are held occasionally.

On each floor AEDs (Automatic External Defibrillators) are provided.

IV. Enjoying Your Stay in Japan

1. Public transportation

1) Useful websites for trains, monorails, subways and buses

There are various public transportation services in the Kansai area.

The nearest Monorail station to Minpaku is Banpaku-kinen-koen. This station is about a 15 minute walk from Minpaku. Monorail trains leave every 10 to 15 minutes in every direction.

- Nation-wide train route finder <http://www.jorudan.co.jp/english/>
- Railroad network in Kansai <http://www.osaka-info.jp/en/>
- JR West (West Japan Railway Company) <http://www.westjr.co.jp/global/en/>
- Osaka Monorail <http://www.osaka-monorail.co.jp/eng/index.html>
- Hankyu Railway <http://rail.hankyu.co.jp/en/>
- Osaka Municipal Transportation Bureau <http://www.kotsu.city.osaka.lg.jp/foreign/english/>
- Hankyu Bus <http://bus.hankyu.co.jp/>

2) Taxi

Because Minpaku has an inconvenient location, a taxi can be faster if you are in a hurry. If possible, avoid the morning and evening rush hours (7–9 a.m., and 5–7 p.m.). Cost and time vary according to traffic conditions, but are usually as follows:

- From Minpaku to JR Ibaraki station, about 10min. 1,300 yen
- From Minpaku to Senri Chūō, about 20 min. 2,300 yen
- From Minpaku to JR Shin-Osaka station, about 30 min. 4,200 yen
- From Minpaku to Osaka Airport(domestic only), about 30min. 4,200 yen

3) Electronic passes

For longer stays, electronic passes such as ICOCA or PiTaPa may be very useful, as they can be used on many different transport networks in Japan, including convenience stores located inside those networks. The passes automatically calculate fare discounts.

ICOCA: https://www.westjr.co.jp/global/en/travel-information/howto/ticket_03.html#fqtop

PiTaPa: http://www.kotsu.city.osaka.lg.jp/library/english/img/obj_con01.pdf

2. Community information

1) Shopping

Shops in Japan are generally open from 10 a.m. to 7 or 8 p.m. Most are open on weekends, but close on one weekday for rest.

Customers usually use cash for small purchases, and credit cards for larger purchases. Most smaller businesses accept only cash.

a) Department stores, supermarkets and convenience stores

Department stores and many supermarkets provide food, clothing, daily necessities, furniture, electrical appliances, and other items. Department stores generally sell items at a fixed price. In Japan, the term 'supermarket' includes stores equivalent to small or local department stores in other countries. These supermarkets often offer discounts.

Convenience stores are open longer; many are open for 24 hours, with no fixed holidays. Convenience stores are good for small quantities of food and for items of daily use, but are usually slightly more expensive than supermarkets. Most have coin-operated photocopy machines.

b) Where to buy imported/special foods

Imported food

- Costco (Amagasaki city) <http://www.costco.co.jp/p/locations/amagasaki?lang=en>
- Kobe Grocers (Kobe city) <http://www.kobegrocers.com>
- FBC (Online shopping) <http://www.fbcusa.com>

Asian Ingredients

- China mall Osaka (上海新天地) <http://www.shanghai-xtd.jp/>
- 林商店(神戸市中央区) <http://www.nankinmachi.or.jp/shop/hayashi>

Halal food

- Kobe Halal Food <http://www.geocities.jp/kobehalalfood/newpage1.htm>
- Kobebussan https://www.kobebussan.co.jp/english/item/index.php?ic_id=56

c) Other information

Size conversion

- Online conversion (clothing size, temperature, etc.) <http://www.onlineconversion.com/>

Plus size stores

- AEON Kitasenri Directly connected to Hankyu Kitasenri station
- LaLaport EXPOCITY <http://www.lalaport-expocity.com/en/>

2) Medical care

To consult a doctor or dentist, visit a hospital or local clinic with your National Health Insurance Card issued in Japan, and some cash. Without a health insurance certificate, you have to pay in full yourself.

The AMDA International Medical Information Center, Kansai

This organization provides services in various languages (without additional charge).

<http://amda-imic.com/index.php> 06-4395-0555

Hospitals, dentists or clinics with foreign language services

<http://www.pref.osaka.jp/iryo/medicalinfo/>

3) Sports

Public gyms are usually available in each local city.

Gymnasium

Suita, Kita Senri Gymnasium: 06-6833-8105

Suita, Yamada Gymnasium: 06-6876-8855

Toyonaka, Senri Gymnasium: 06-6871-2233

Minoh, Second Sports Center: 072-729-4558

Swimming pools (summer only)

Suita, Kita Senri Pool (outdoor): 06-6871-9202

Minami Senri Pool (outdoor): 06-6872-9725

Isuzu Swimming Pool (indoor & outdoor): 072-635-7700

4) Nearby museums

- The Japan Folk Crafts Museum, Osaka (*Osaka Nihon Mingeikan*: next to Minpaku)
<http://www.mingeikan-osaka.or.jp/>
- Suita City Museum <http://www.suita.ed.jp/hak/>
- NIFREL <http://www.nifrel.jp/>

5) Mosque in Osaka

- Osaka Ibaraki Mosque <http://osakamosque.org/>

V. Before Leaving Minpaku

1. Submission of final reports

1) "Overseas Visiting Fellows' Report of Research Results"

Near the end of your visit, you will be asked to submit a report to the International Cooperation Unit, using a form entitled "Overseas Visiting Fellows' Report of Research Results".

2) Research results and academic reports, and copies of publications

Your research and related academic activities will be reported in our *Annual Report*, and on our Museum website, and copies of your articles will be displayed in our library.

Near the end of your visit please submit lists as follows through your host researcher to the International Cooperation Unit;

a) a list of work published during your stay at Minpaku

b) a list of formal presentations given at meetings inside and outside the Museum during your stay.

A copy of your publications you have prepared during your stay should be given through your host researcher to the International Cooperation Unit, for display in the Minpaku Library. If your work has been published by our museum, you will also be asked to give permission for placing full copies in our open-access online Repository.

Host researcher should explain details of publishing and reporting at the museum before departure of visitors

2. Procedures before leaving Japan

✓ Receiving the last salary

Please keep your bank account open until the final payment. In the case you need to close the account early and wish to receive the last salary by cash, please contact the International Cooperation Unit in advance in ample time.

✓ Bills and National Health Insurance (NHI)

After your departure date is set, take your NHI card to the city office. The office will modify the expiration for the date of your departure. Then you will need to pay the final premium in cash, as a bill will be issued on the spot. The premiums are paid monthly, so they can not be accounted on a pro-rata basis. You don't need to return your NHI card to the office.

✓ Things to be checked before you leave your accommodation

Minpaku and/or Osaka University staffer will visit your accommodation a couple of days before your departure to give a final check if there is any damage to the facilities or equipped furniture with you and your host researcher present.

Cleaning by a professional cleaner is mandatory (22,000 yen). This should be paid by the visitors, but will be organized by the Museum.

You will need to leave enough cash with your host researcher to cover any unpaid local service costs (e.g., electricity, water, gas, community caretaker, cell phone) that might be charged after you depart.

✓ Things to be returned to Minpaku

Key to your accommodation

ID card

copy card

Entrance Card to the Expo'70 Commemorative Park

Facilities

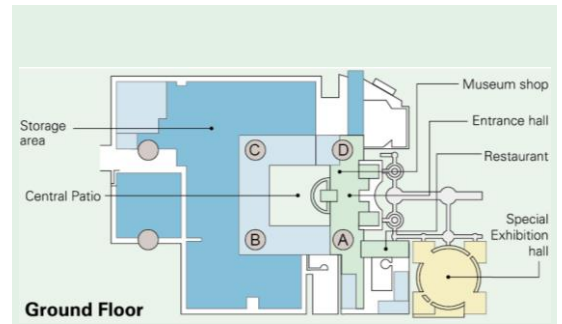
Total area of grounds: 40,821m²

Ground area occupied by the museum buildings: 17,089 m²

Total floor space: 51,225 m²

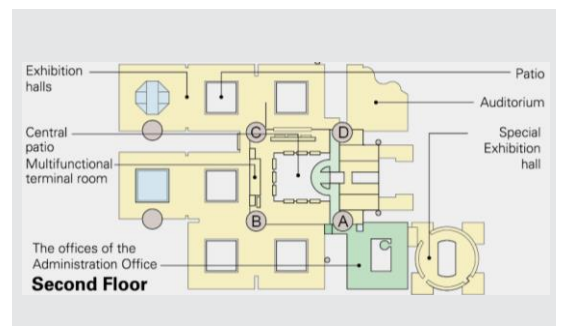
Ground floor 15,987 m²

Entrance Hall, central patio, restaurant, Special Exhibition Hall, storage area and museum shop.



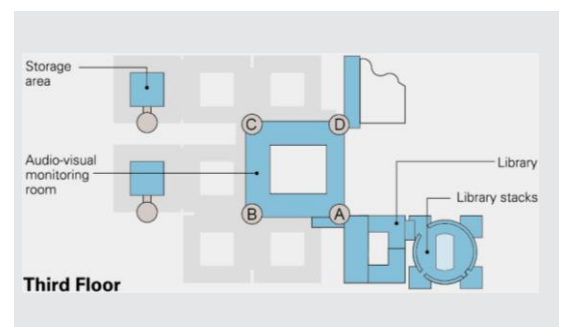
Second floor 16,830 m²

Exhibition halls, patio, central patio, multifunctional terminal room, the offices of the Administration Office, Special Exhibition Hall and auditorium (seats 462).



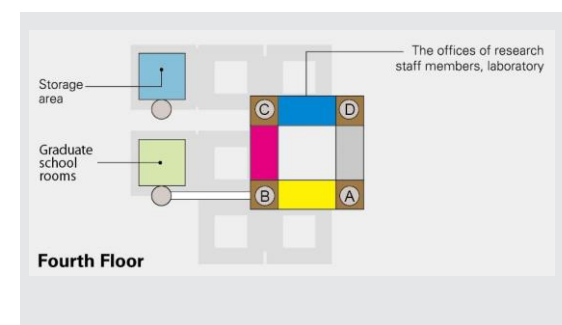
Third floor 7,340 m²

The library, library stacks, audio-visual monitoring room and storage areas.

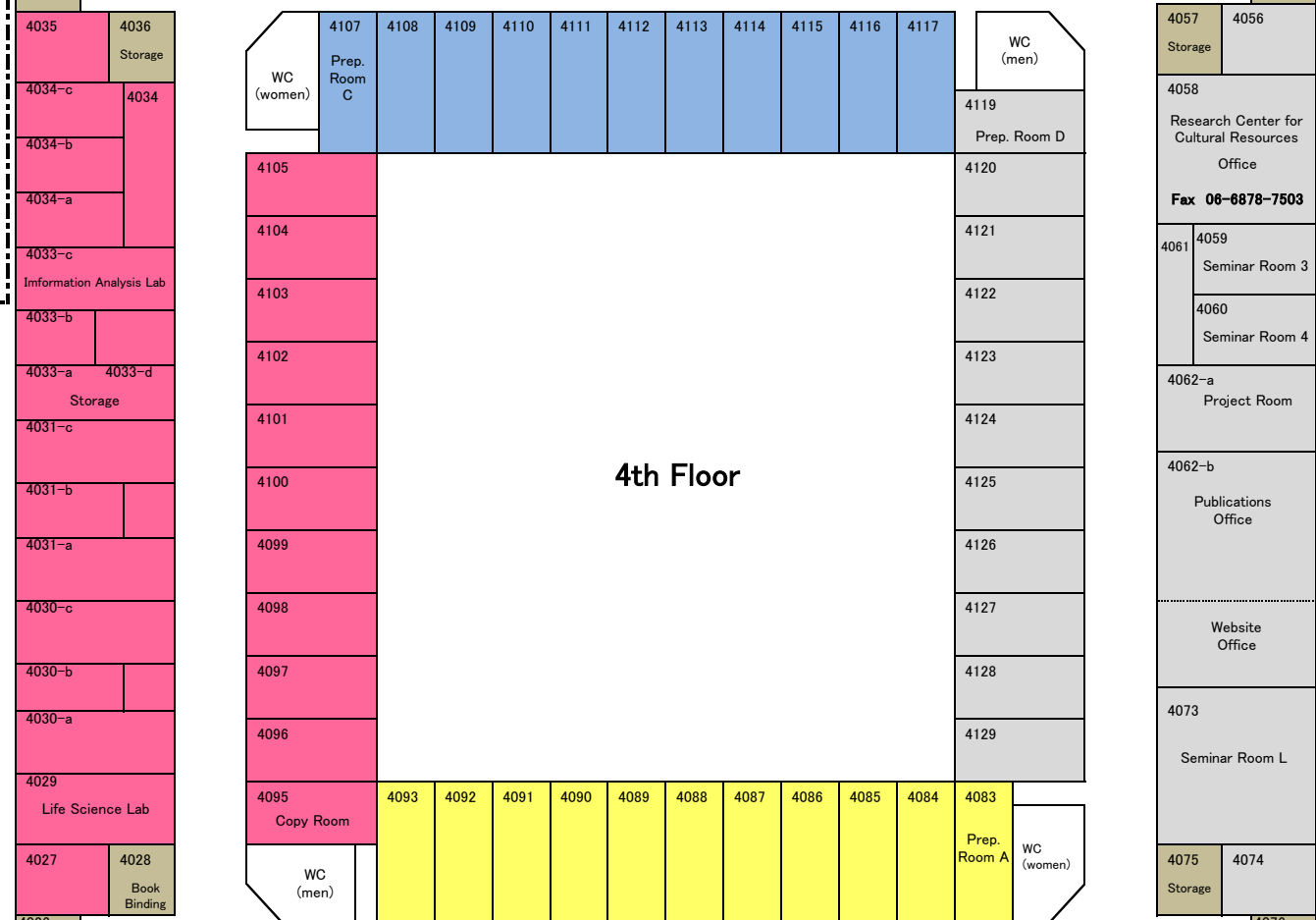
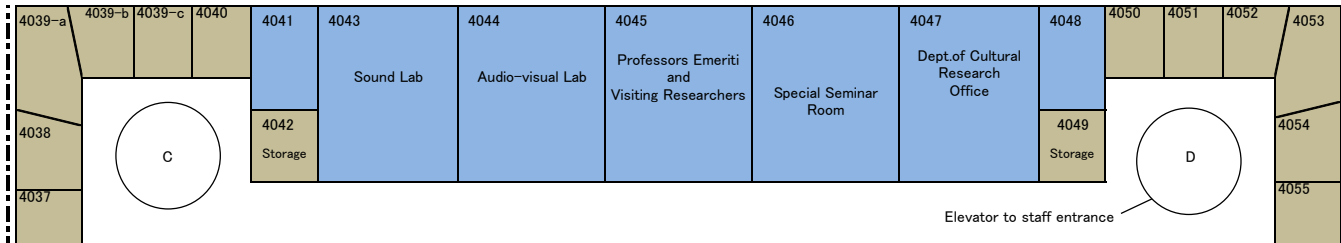
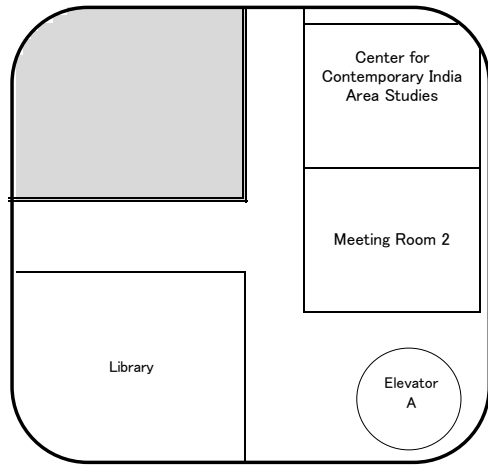


Fourth floor 7,207 m²

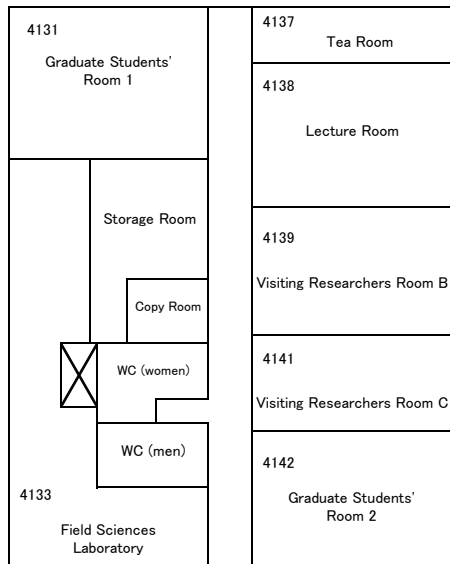
Offices of research staff members, laboratories, graduate school rooms, and storage area.



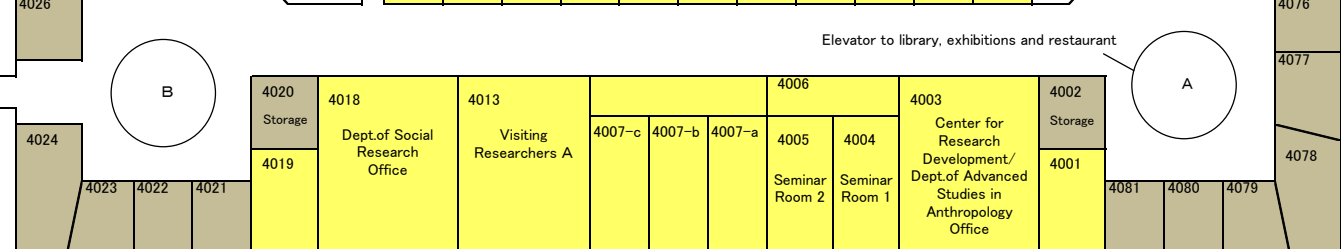
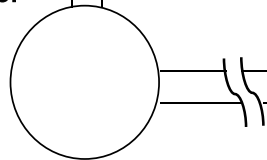
3rd Floor Facilities



4th Floor



4th Floor



Guide to the Minpaku Library

<http://www.minpaku.ac.jp/english/research/sharing/library>

as of February 2012

The Minpaku Library collects and provides a large ethnological collection of books, journals, micro-documents, and CD-ROMs, to provide a comprehensive study of societies and cultures of the world's ethnic groups.

Journals and books are shelved according to the titles and the OWC (Outline of World Cultures) system, respectively. OWC is a system of classification of the world's ethnic groups and areas that was developed at Yale University in 1954. For further information, ask at the library reception.

A security card is necessary for entering the library.

●Service hours

Hours of opening Monday to Saturday 9:00a.m.—5:00p.m.
Overtime utilization { Monday to Saturday 5:00p.m.—9:00p.m.
(The library reception is closed) { Sundays, National holidays 9:00a.m.—9:00p.m.
The library is closed from Dec. 28th to Jan. 4th.

●OPAC (Online Public Access Catalog)

Please use the OPAC in the Library and on the Minpaku Library Web page.

→<http://opac.minpaku.ac.jp/webopac/>

●Borrowing books

Please bring the materials you are borrowing to the library reception. Your name will be registered.

Loan Type	Loan Limit	Loan Period		
		Books	Journals(Bound)	Current Journals
for use outside Minpaku	10 items	3 months	×	×
for use within Minpaku	50 items	3 months	1 week	From 4 p.m. to 10 a.m. of the following day

*Your borrowing privileges will be suspended until any overdue books are returned.

In case of a long leave of absence, please return materials before you leave.

●Reservations

You can reserve books that someone else has already borrowed. Please ask at the library reception.

●Copying

Please fill in an application form and make a photocopy of the materials using the copy card within permissible limits of the copyright law. In case of copying micro materials, ask at the library reception.

●Utilization of outside libraries

When you need to borrow or copy materials from outside libraries, ask at the Minpaku library reception for advice. Identification card and, in some cases, a letter of introduction, is required when you use other libraries. Please make certain of this in advance and apply for a letter of introduction when needed.

●Passwords

After receiving a password from the library reception, you are able to use the following services at your computer terminal.

- * You can check your usage details (loan or reservation) through the library homepage.
- * You can directly make a reservation for a book, when an OPAC search shows that it is out on loan.
- * You can borrow or copy materials from outside libraries by using the Online ILL.

For further questions, please ask at the library reception. (ext: 8271)

みんなく図書館案内図

Guide to MINPAKU Library Layout

2013年5月現在

みんなく図書館は国立民族学博物館内にある、文化人類学・民族学のさまざまな研究テーマに関連した図書・雑誌・マイクロ資料・CD-ROMなどの資料を所蔵している専門の図書館です。図書館は参考図書室と書庫からなり、一部を除いてすべて開架式になっています。

The MINPAKU Library is a specialist library located within the National Museum of Ethnology. The holdings include books primarily in the fields of cultural anthropology, ethnology and other related disciplines, periodicals, micro-materials, CD-ROMs, etc. The library is composed of Reference Section and open the stacks(except for some restricted areas).



開室時間 月・火・木～土曜日 10:00 ～ 17:00 (水・日曜日、祝日、博物館休館日は休室)
 Service hours Monday, Tuesday, Thursday to Saturday 10:00 ~ 17:00
 (Closing days: Wednesday, Sunday, National holidays, Museum closing days)

詳細は書庫案内図をご覧ください。

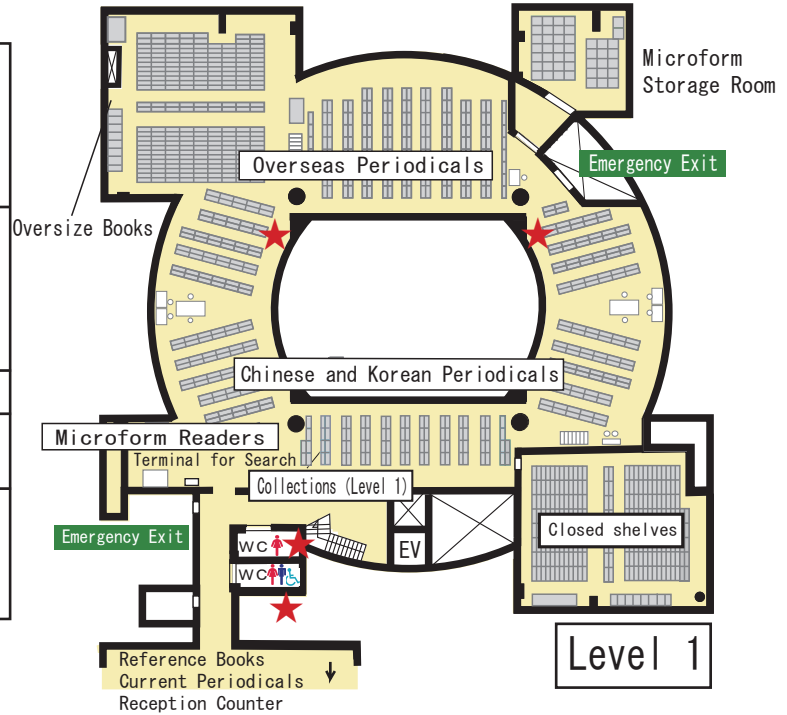
★非常ボタン
Emergency Button

Guide to Library Stacks Layout

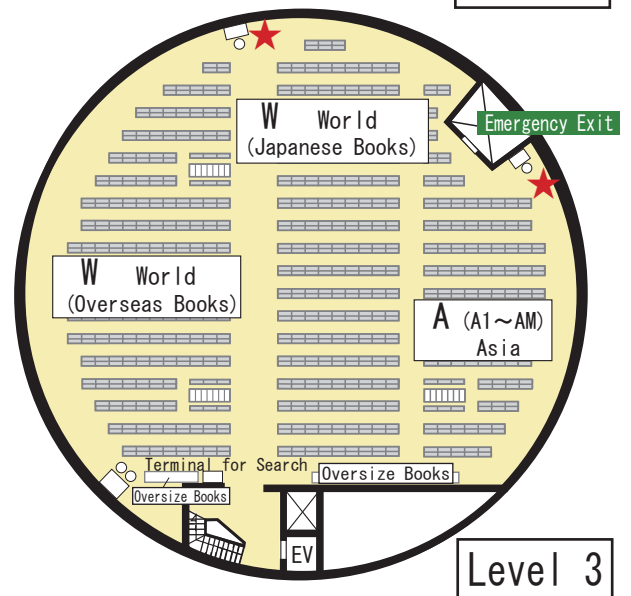
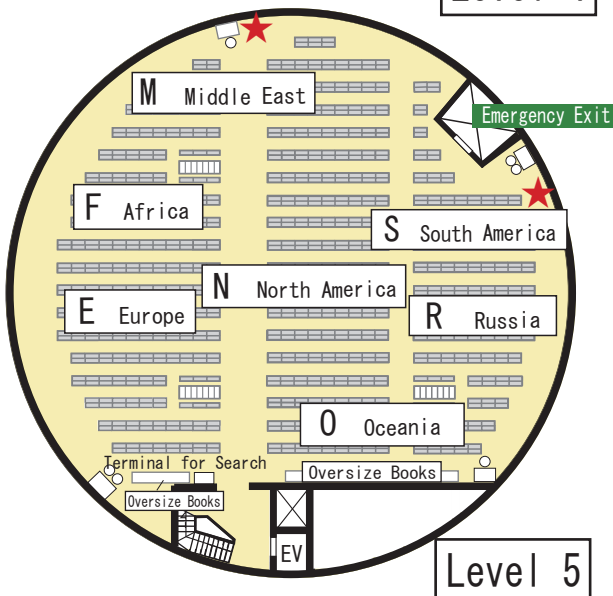
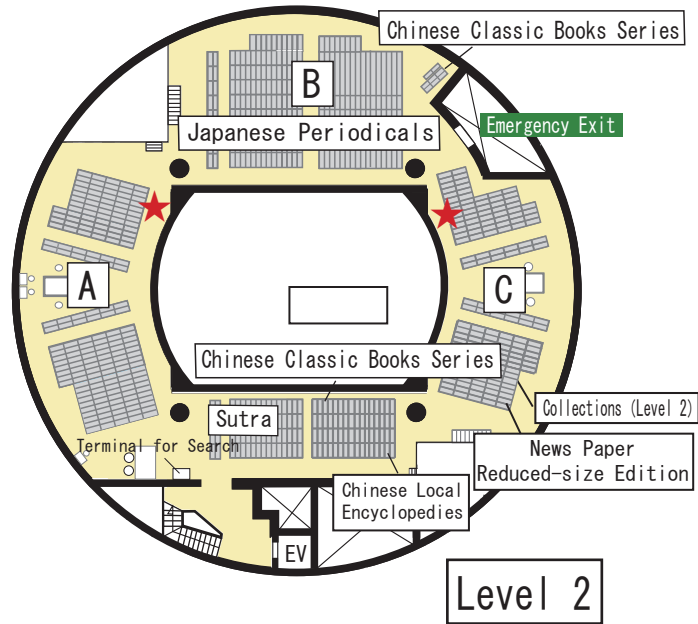
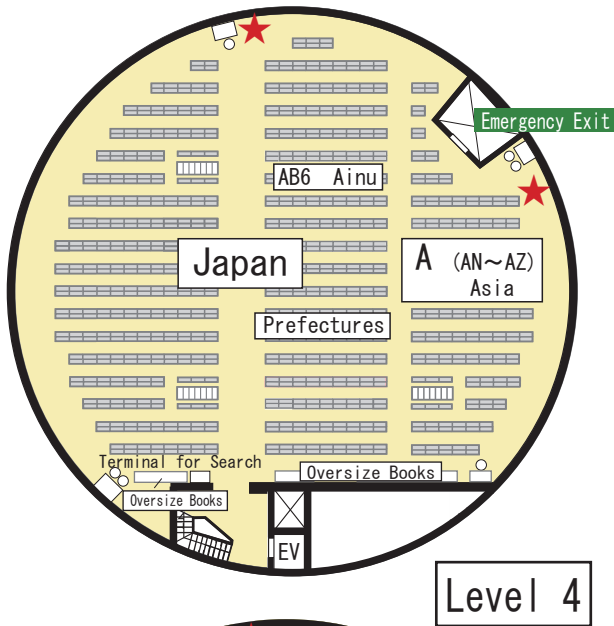
as of February, 2012

- Periodicals are shelved according to the titles, with are classified by the Overseas, Japanese, and Chinese - Korean sections.
- The arrangement of Books is based on OWC(Outline of World Cultures), and classified by their regions and cultures. In addition the DDC(Dewey Decimel Classification) and NDC(Nippon Decimel Classification) are secondarily used.

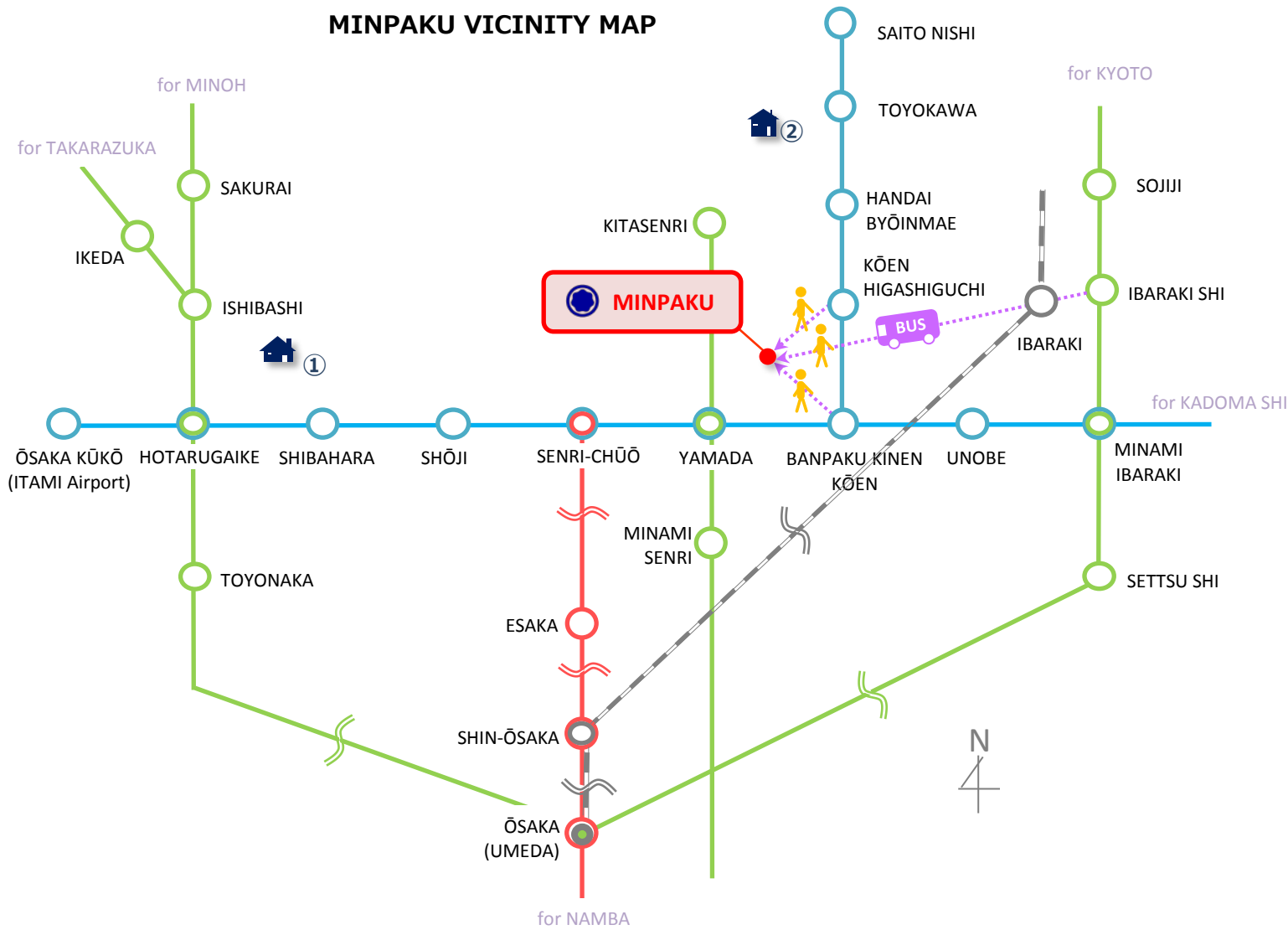
Level 1	<ul style="list-style-type: none"> ● Overseas, Chinese and Korean Periodicals ● Microform Readers ● Collections (Level 1) ● Books Bound in Japanese Style ● Catalogues/Bibliographies/Indexes
Level 2	<ul style="list-style-type: none"> ● Japanese Periodicals ● News Paper Reduced-size Edition ● Sutra ● Chinese Local Encyclopedias ● Chinese Classic Books Series ● Collections (Level 2)
Level 3	<ul style="list-style-type: none"> ● W (World) ● A (Asia) A1~AM
Level 4	<ul style="list-style-type: none"> ● Japan Prefectures AB6 (Ainu) ● A (Asia) AN~AZ
Level 5	<ul style="list-style-type: none"> ● E (Europe) ● F (Africa) ● M (Middle East) ● N (North America) ● O (Oceania) ● R (Russia) ● S (South America)



★ Emergency Button



MINPAKU VICINITY MAP



Access to Accommodations

🏠 ① International House,
Osaka University,
Machikaneyama, Toyonaka

🏠 ② Residence for Foreign Instructors,
Osaka University,
Onohara, Minoh

Route

- OSAKA Monorail
- HANKYU Railway
- KITA-OSAKA KYUKO / Subway MIDOSUJI Line
- - - JR
- ⋯ KINTETSU Bus / HANKYU Bus

Access To MINPAKU

