



Rikkyo University  
Ikebukuro Library / Niiza Library

April 2022

# Library Guide for Academic Staff

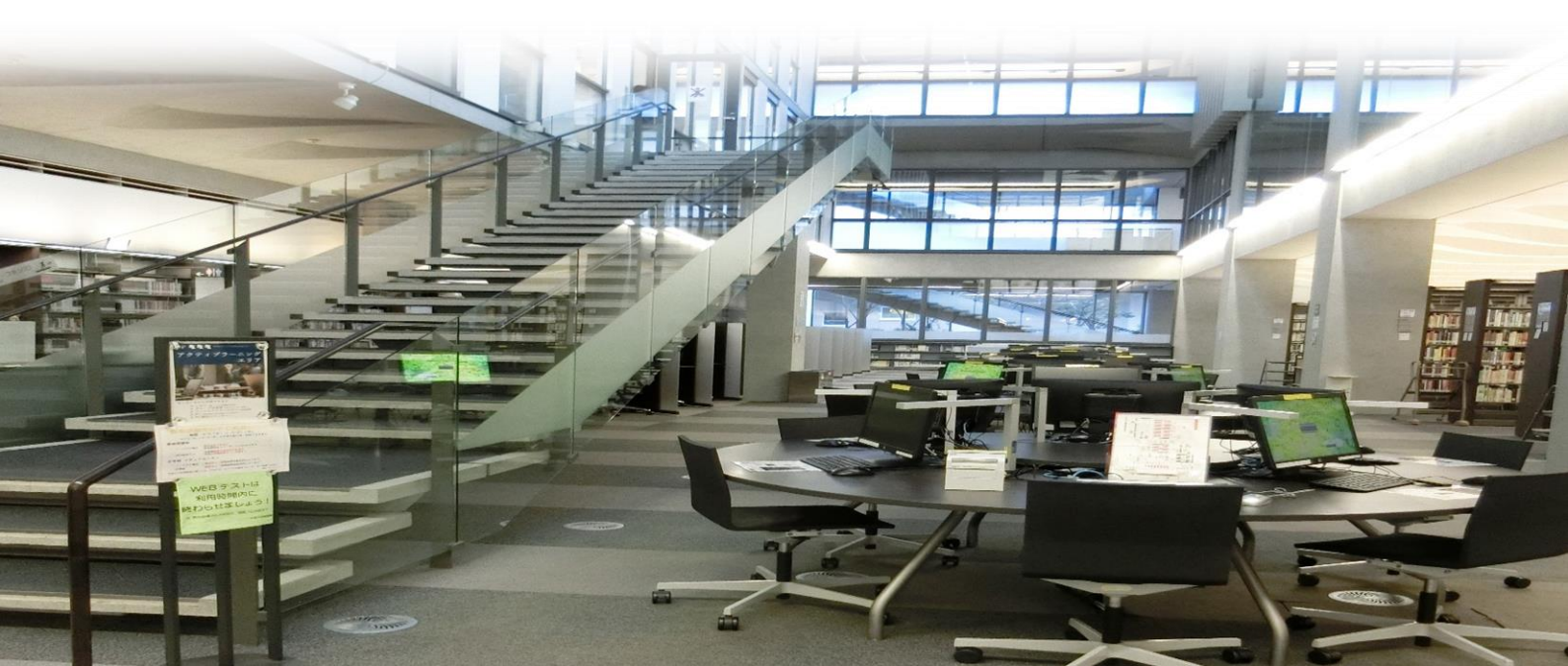
The University Library provides a range of services so that students, faculty, and staff can conduct substantial educational and research activities. This guide is for matters on which teachers often inquire.

For the outline of the library use, please also read the user guide for Ikebukuro Library and Niiza Library.

**Due to the situation of COVID-19 infections we are only able to provide limited services. Please check our website before visiting our libraries.**

The Ikebukuro Library Technical Services Office (ext.: 2565 tosho-gakubu@ml.rikkyo.ac.jp)  
The Niiza Library Services Office (ext.: 7132 niizalib@ml.rikkyo.ac.jp)

[http://library.rikkyo.ac.jp/index\\_e.php](http://library.rikkyo.ac.jp/index_e.php)





## The use of materials stored in library repositories

Ikebukuro	Rare Book Room	Application: Counters on each floor	Reference: From the next day ※In-library approval will be conducted after application.
	Automated Storage	Application: Instruction on removing books from the repository by OPAC (also accessible by PC at individual offices) or at the counter (applications at the counter only after 21:00)	Reference: Immediately after application
Niiza	Compact Stacks	Application: Counter on the 1st floor	Reference: Immediately after application *The applicant enters the repository to look for materials.
	Automated Storage	Application: Instructions on removing books from the repository by OPAC (also accessible by PC at individual offices) or at the counter	Reference: Immediately after application
Niiza Repository Library		Application: Order for materials by OPAC, the counters in each building *You cannot directly visit the library. (If you want to visit the library, you must contact the library counter.)	



## The use of materials on different campuses

(1) To use books and bound magazines, you can order them from Ikebukuro Library, Niiza Library, and Niiza Repository Library.

(You can also apply from OPAC to order materials. Please apply from OPAC or use the “Application for Inter-campus Delivery” posted on the library website.)

(2) For materials that must not be removed from the library in each building, please make copies of the literature (paid service).

When using this service, fill in the “Application for Copies of Literature” posted on the library website and submit to the counter. You can also apply online from the link to the individual portal website “MyLibrary” – “External Links”- “Campus Application for Copies of Literature (Japanese text only) ”.

\*Please follow procedures (1) and (2) on this website:

[http://library.rikkyo.ac.jp/service/order/index\\_e.html](http://library.rikkyo.ac.jp/service/order/index_e.html)



## How to return materials

You can return materials to either Ikebukuro Library or Niiza Library regardless of where you borrowed them from originally. Please use the Book Return when the library is closed. (We do not accept returns by post.) Audio-visual materials must be returned to the counter.

- Book Return for Ikebukuro Library : On the side of the entrance gate
- Book Return for Niiza Library : On the side of the library entrance



### Lost or damaged rental materials

Notify the counter immediately.

You must provide compensation for such (the same material) in principle.



### Copies and prepaid cards

Copying is limited to materials owned by the library according to the Copyright Act.

Prepaid cards for the copy machine can be purchased from the vending machine at the library.

Prepaid cards can be used at both Ikebukuro Library and Niiza Library.

Receipts can be issued at the counter.

Because the library does not provide money exchange services, please bring small change.



### To use materials that are not owned by Rikkyo University Library

(1) You can use the library of another university as described below.

#### <Issuance of a Letter of introduction>

A letter of introduction is required to use the library of another university.

Please fill in an “Application form for a referral letter to other university libraries” located on the counter of each library, or on the following website, and submit the application to the counter.

Because we will contact the library in the possession of the materials and make the necessary confirmations, we can not issue a referral letter with immediate effect.

Please apply well in advance.

Application form for a referral letter to the other university libraries:

[http://library.rikkyo.ac.jp/service/reference/index\\_e.html](http://library.rikkyo.ac.jp/service/reference/index_e.html)

#### <Yamanote Line Private University Library Consortium>

You can use the Yamanote Line Private University Library Consortium Member Libraries (Aoyama Gakuin University, Gakushuin University, Kokugakuin University, Senshu University, Toyo University, Hosei University, Meiji University and Meiji Gakuin University) by showing your identification card without a Letter of introduction.

Before using these libraries, please check each library’s operating hours and usage requirements from the library’s website.

[http://library.rikkyo.ac.jp/service/yamanote/index\\_e.html](http://library.rikkyo.ac.jp/service/yamanote/index_e.html)

(2) Materials not owned by Rikkyo University Library may be ordered from other university libraries. [Paid service]

However, materials may not be ordered from libraries in Tokyo or Niiza city.

(3) You can order magazine articles and copies of parts of books from the other university. [Paid service]

\*You can apply for procedures (2) and (3) from the counter or the individual portal website “MyLibrary.”

<https://opac.rikkyo.ac.jp/mylibrary/>

## 2. Use of facilities



Ikebukuro: Public Services Office  
 ext. 2809 etsuranka@ml.rikkyo.ac.jp  
 Counter ext. 2628  
 Niiza : Niiza Library Services Office  
 ext. 7132 niizalib@ml.rikkyo.ac.jp  
 Counter ext. 7119

### The learning spaces and reading spaces in the library

Ikebukuro Library		Niiza Library		Matters of special mention
Learning Square	1st floor, 2nd floor	Group area	SHIORI on the 2nd floor	◇ A space mainly used for student group work.
Group Study Rooms	2nd floor	Group Study Room	SHIORI on the 2nd floor	
Lecture Rooms	2nd floor	Multi-purpose Studio	SHIORI on the 2nd floor	◇ Teaching staff can use this room only for classes using library materials. ◇ Please consult with the counter in advance.
PC Area	Underground 1st floor, 1st floor, 2nd floor, and 3rd floor	PC Area	1st floor, SHIORI on the 2nd floor	◇ Teaching staff can use PC seats without applying.
Cubicles	3rd floor	—	—	◇ Full-time faculty members can use these seats by applying at the counter.
Carrels	Underground 1st floor and 3rd floor	—	—	◇ Teaching staff can use these seats by applying at the counters located on each floor.
—	—	Carrels	1st floor	◇ Teaching staff can use these seats without applying.

### Display of class achievement results in the library

You can display your class achievement results in the library (Ikebukuro: Learning Square/Niiza: **Near** the entrance gate on the 1st floor).

In the past, class assignments were displayed.

Please consult with the Ikebukuro Public Services Office and the Niiza Library Services Office.





## 3. Teaching support



### In-class lecture by library staff about information searches

The Library holds class and seminar-based lecture meetings using library resources to improve students' information literacy.

The Library prepares level-by-level lecture meetings in accordance with students' literacy levels and learning stages.

The Library holds lecture meetings, including introductory levels, especially during the first semester for students studying at Rikkyo University for the first time, including freshmen.

In addition, the Library also prepares practical lectures linked with real class assignments, including reports, using databases both at home and abroad.

Please choose the proper level of lectures in accordance with students' learning stages.

If you want to attend a lecture with content that does not correspond to any of these, please consult with the staff in charge.

Check the following website when applying:

[http://library.rikkyo.ac.jp/education/guidance/index\\_e.html](http://library.rikkyo.ac.jp/education/guidance/index_e.html)

\*The Library implements "Lecture on Library Use," "Online Database Lecture," and "Learning Adviser" as services that support learning outside of class:

[http://library.rikkyo.ac.jp/learning/index\\_e.html](http://library.rikkyo.ac.jp/learning/index_e.html)

\*In 2021 academic year, we are planning to post video contents (of in-class lectures about information

searches) on Blackboard in series. Please use them as necessary.



### Long-term rental of books for academic writing papers

Fourth-year undergraduate students and graduate school students can borrow books by special regulations services (ten books for three months and six items of audio-visual materials for two weeks) aside from regular rental quotas to write graduation theses, master's degree theses, doctoral theses and seminar essays. Because these students need to follow the procedures at the counter, please notify seminar students and graduate school students, etc.



### The reserve book system

This system is intended to enable more students to use the materials designated as reference literature for assignments, such as examinations and reports.

Such books are forbidden from being borrowed for a necessary period, and are limited to in-library reference (two hours in principle).

Books and audio-visual materials possessed by Rikkyo University Library can be set for each class hour up to a few, with the exception of precious books, etc.

Reserve books must be used within the library from the day following the receipt of application for those books or on a particular designated day until the examination days or the deadlines for submitting assignments and reports.

Please refer to the following website for details and apply at the counter of each library.

[http://library.rikkyo.ac.jp/education/kadai/index\\_e.html](http://library.rikkyo.ac.jp/education/kadai/index_e.html)



## 4. The purchase of materials



### Request to purchase learning books for students

Please use the “Recommended Reading Requests” system.

The Library purchases the materials designated as textbooks in syllabuses by teaching staff in principle and stores them in the class textbook sections in each building.

In addition, the Library also has a “Recommended Reading Requests” system.

This system is for storing materials recommended by teaching staff at the campus libraries where they want to store them after choosing and considering their purchase as educational books for students’ use. It can be applied from the library website.

#### ◆ Items included

- Must-read literature related to classes

(Mainly literature corresponding to materials designated as textbooks in syllabuses.)

- Materials that are not directly related to classes but are useful for improving students’ learning and (for exbroader of educationample, basic textbooks that teaching staff want students to read while learning about related academic fields).

\*As mentioned above, the Library confirms and purchases materials designated as textbooks in syllabuses.

Due to the balance between constructing a collection of books and the budget, the upper limit of applications per person is 100,000 yen. Note that we may not be able to accept all requests for the same reasons.

Please refer to the following website for details on the application method, etc.

<http://library.rikkyo.ac.jp/education/reference/>



#### Reference

##### ① Request a book purchase for the Library

The Library has a system for accepting students’ requests for book purchases as part of its support for learning and research. Please inform seminar students and graduate school students of this system.

\*For the following materials, the Library cannot respond to requests for purchases

- Books for practical purposes, test-preparation, qualification acquisition, and hobbies
- Books not published at the time of application.

Please refer to the following website for details on the application method, etc.

[http://library.rikkyo.ac.jp/learning/kibou/index\\_e.html](http://library.rikkyo.ac.jp/learning/kibou/index_e.html)

\*For applications about serial publications and online materials, please refer to ② .

##### ② Request continuous purchase of materials for the library

To expand academic and research materials, the library accepts applications for continuous purchases (E.g.: Online Materials, magazines, journals) from faculty members and students.

Please refer to the following website or contact us for details.

[http://library.rikkyo.ac.jp/learning/kibou\\_online/index.html](http://library.rikkyo.ac.jp/learning/kibou_online/index.html)

(\*In Japanese only)

\*The Library purchases research materials, journals, audio-visual materials, and online materials by faculty book budget.

(Different faculties have different book budgets and different ways of purchasing.)

The Library will send a guide on the details to full-time faculty members at the beginning of each academic year.



### Storage of teacher's books in the library.

The Library tries to gather information about books written by teaching staff. We store such books if they meet our selection criteria. Because the Library may fail to grasp publication information in some cases, please inform us of books that have not yet been stored.

## 5. Other



Ikebukuro: Technical Services Office ext. 2565 tosho-gakubu@ml.rikkyo.ac.jp  
Counter ext. 2628  
Niiza: Niiza Library Services Office ext. 7132 niizalib@ml.rikkyo.ac.jp  
Counter ext. 7119



### Donation of materials.

The Library accepts donations of materials that may be considered beneficial for education and research at the University (only materials that are not already in the Library's possession and that meet the policy for constructing a collection of books and collection standards).

If you are considering to donate materials in large volume, contact us for details in advance.



### How to register bulletins and papers etc. in the organizational repository.

Please refer to the following website for how to register content for Rikkyo University's academic repository, "Rikkyo Roots":

<http://library.rikkyo.ac.jp/roots/repository.html>



