

■ Counter Service

Counters are available on all the floors but the second basement floor, and provide a place to check out / return library materials, pick up / drop off materials from the automated stacks, and get answers to questions on materials from that particular floor. These services are available during library hours, but some services end 30 minutes prior to the counter closing. Counters on the 2nd and 3rd floors close at 9 pm on weekdays.

■ Browsing

1. Open Stacks / Compact Stacks

Books in open stacks are freely available. It is necessary to operate compact stacks for accessing materials. After using materials, return them to "Return Rack" located near the stacks. Do not reshelve materials by yourself.

2. Automated Storage

Items which are stored in the automated storage may be retrieved through OPAC. To retrieve the items, click the "Retrieve" button, enter V-Campus/Library card ID, specify the circulation counter (B1F~3F) and print the Request Memo form out. Retrieved items can be picked up at the specified circulation counter. Please be sure to return these items to the circulation counter after using.

■ Borrowing Materials

1. Check Out Items & Loan Period

1-1. Maximum number of materials and loan period

(Number of items / period e. g. "10 / 2 weeks" means 10 items for 2 weeks)

Patron Category	Books (Ikebukuro/Niiza/ Niiza Repository)	Media materials
Undergrad	10 / 2 weeks	2 / 2 weeks
Grad(Masters, Doctoral)	30 / 1 month	
Part-time Lecturer		
Full-time Faculty	100 / 3 months	

\* Total number of items from all the libraries

1-2. Special Borrowing for Thesis Writers

A Special service for fourth year students and graduate students. 10 items needed for thesis writing can be borrowed for 3 months. The service is available at the main counter.

(6 media materials can be borrowed for 2 week.)

2. Circulation

2-1. Counter

Bring the materials and present your Rikkyo ID card or Library card at the Circulation.

2-2. Self check-out machines (DVDs/videos not included)

Self check-out machines are available near the circulation counters. Follow the instruction on the screen to complete procedures.

† Non-circulation materials

Reference books / Journals (including newspapers, magazines, statistical publications and yearbooks, law reports, and microforms) / Rare books, semi-rare books, and materials on the Anglican Church / Microfilm materials / Other materials specified as "On Site Use"

† The security alarm goes off when you leave the library with items

not finishing checking out process. The library staff may ask you to show your belongings in your bag.

† Prior use period

Prior use period is 2 weeks from the date of borrowing. When someone reserves the material that you borrowed, the Library may make a request of you returning them after the prior use period. If this is the case, please return the materials.

■ Returning Materials

Materials may be returned at the circulation counter of any Rikkyo University Library (except for the Niiza Repository Library) before or on the required due date. Use the outside book return facilities during off hours (next to the entrance & exit gates).

If the return is delayed, the loan can't be a period of time.

■ Renewals

The loan period may be renewed at the circulation counter or online. Bring the items with your Rikkyo ID card or Library card, or go through to "MyLibrary". Renewals must be done on or in advance of the due date. Recalled items can't be renewed. You can renew the loan period only once on MyLibrary, or for more than twice at the counter.

† The loan period for overdue materials and materials recalled by others can't be extended.

■ Holds

Holds can be placed on checked out items by bringing a Request Memo form to the circulation counter. You may also make holds through OPAC of the detailed information screen of the item. Please note that holds cannot be made on items still on the shelves.

■ Ordering Niiza Campus materials

Materials at the Niiza Library or the Niiza Repository Library can usually be ordered through OPAC or at the Library counter.

■ Lost or damaged materials

If borrowers return the library material in such a condition that the Library decides to replace it, then the borrower will be responsible for replacing the material.

■ Using Interlibrary service

Items not in Rikkyo may be obtained from outside institutions. The Interlibrary Loan is offered to Rikkyo undergraduate students, graduate students and faculty. The reference counter accepts the requests.

Note: For most Interlibrary Loans, charges apply.

A request form may be obtained at the reference counter.

(For full-time faculty and graduate students, a request form may also be obtained through "MyLibrary").

■ Using other university libraries under agreement

1. The Yamanote Line Private University Library Consortium (Yamanote Line Consortium)

The Yamanote Line Consortium is an association of eight Private universities located along the JR Yamanote Line: Aoyama Gakuin University, Gakushuin University, Hosei University, Kokugakuin University, Meiji University, Meiji Gakuin University, Toyo University, and Rikkyo University. This consortium is dedicated to sharing information resources for advancing research. Students, faculty, and staff of affiliated universities can visit any of the eight university libraries, browse, make copies and borrow the library materials. Please access our website and confirm more details before using.

2. Universities under Cooperative Agreement

The Rikkyo University Library has had a cooperative agreement with Gakushuin University and St. Margaret's Junior College. With submission of the Rikkyo ID card, faculty and students can directly visit, browse, and make copies of the library materials. There are no limitations on use during examination periods. Please access our website and confirm more details before using.

3. Cooperative Agreement with Saitama University

The Rikkyo University Library has had a cooperative agreement with Saitama University. With submission of the Rikkyo ID card, faculty and students can directly visit, browse and make copies and borrow the library materials. Please access our website and confirm more details before using.



Ikebukuro Library User Guide

About Ikebukuro Library

The Ikebukuro Library is providing enough space to hold two million books, and it has 1,534 seats for users. Other buildings in the Rikkyo University Library system include the Niiza Library and the Niiza Repository Library for storing materials.

■ Regular Hours

Weekdays	8:45 am - 10:30 pm
Saturdays	8:45 am - 8:00 pm
Sundays and holidays	10:00 am - 5:00 pm

\*Exam period hours, vacation hours and any changes to opening hours will be posted on our website.

\*On weeknights from 9 pm to closing, lights on the 2nd and 3rd floors are dimmed for power saving. Use of these floors at that time is limited to taking materials from the shelves. Please use the 1st floor or 1st basement floor for studying and reading.

■ Admission

Rikkyo University undergraduate and graduate students, faculty, alumni, and others who obtain permission from the Director of the Library.

■ Entrance

Touch the Rikkyo ID card or Library card on the card reader.

■ Photocopying

The Library is equipped with color and black & white photocopiers. In order to avoid the Copyright Law of Japan violations, please keep the following guidelines.

- For books still under copyright protection, photocopying is limited to half the volume. Only one photocopy per user of a particular item is allowed. The photocopied materials must be for individual study or research.
- Journal articles may be photocopied after a considerable period of time, generally after the next issue is released or more than three months have elapsed.
- Only library materials can be copied. The photocopying of personal materials, such as notebooks and textbooks, as well as items borrowed from outside of the Rikkyo University Library system, are strictly prohibited.

Do's and Don'ts

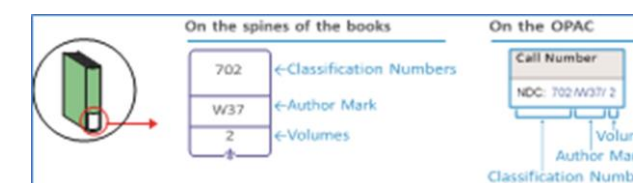
1. Please be quiet in the Library.  
(Except Learning Square and Group Study Rooms, where discussion are allowed).
2. Take good care of the items.
3. Don't leave your seat without your valuables.
4. You can't be talking on a mobile phone in the library except Learning Square.
5. Don't smoke, and don't shoot with camera or video.
6. Don't sublet materials you have borrowed.
7. Don't use the ID card of others.
8. We will deal strictly to illegal use and nuisance in the library.
9. Beverage containers must be Twist Cap bottles.
10. You can charge up your mobile phone while you are using the desk outlets.

Searching

■ Call Numbers

A Call Number is like an address of the book which tells where the book is located in the Library. It also appears on the OPAC search result page and on the spine of the item. You can find materials since the Library shelves materials in order of Call Numbers. It consists of three parts; Classification Numbers, Author Mark, and Volumes.

The Library applies the Nippon Decimal Classification (NDC). This system uses numbers to arrange materials by subjects.



■ Tools

• OPAC (Catalog)

The online catalog, called OPAC (Online Public Access Catalog) is used to search materials in the Rikkyo University Library.

• Databases

The Library provides special and multi-disciplinary databases that are indispensable tools for university level research.

• READ(Rikkyo Educational and Academic Discovery : discovery service)

By searching resources in the Library (books, magazines, online databases, e-books, electronic journals, etc.) comprehensively through one interface (search window), you can quickly access to reliable information.

■ Workshops

Various workshops are held to improve your research skills. Please check the website for more information.



# Floor Guide

## 1F -ENTRANCE

NDC [0 General Works]

### ● Information

Guidance information for various library services is available next to the entrance gate. The Book Return is located here as well.

### ● Circulation (General Counter)

Reserved materials, materials ordered from the Niiza Campus and Books ordered by Reserved Book System are located here.

### ● Learning Square

(1st and 2nd Floors)

This area is designated for group work and discussion. A laptop lending service is offered on the 2F Learning Square.

### ● "RIKKYO Learning Style" Corner

The books supporting "RIKKYO Learning Style" (Textbooks and Career Support Books, etc.) are shelved.



## B1F

NDC [1 Philosophy] [2 History] [3 Social Science]

### ● Circulation (B1F Counter)

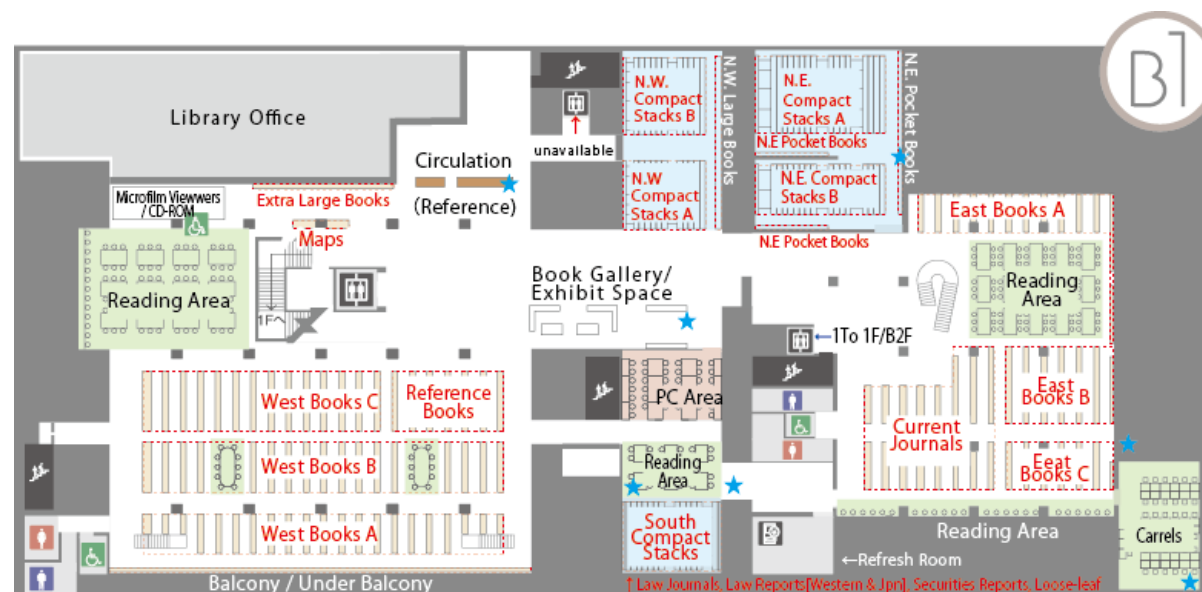
Inter-Library Loan service is offered here, such as copying off-campus documents, loaning out off-campus materials, and issuing introduction letters.

### ● Carrels (apply for use at the B1F Counter)

Available for use by graduate students, full-time faculty, and part-time lecturers.

### ● Refresh-Room

Vending machines are available with snacks and drinks. You can also bring your food (sandwiches, etc.) here.

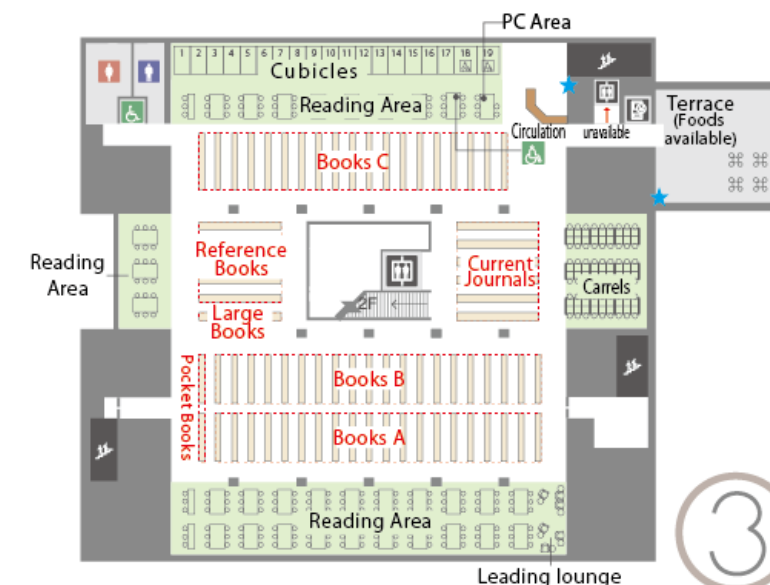
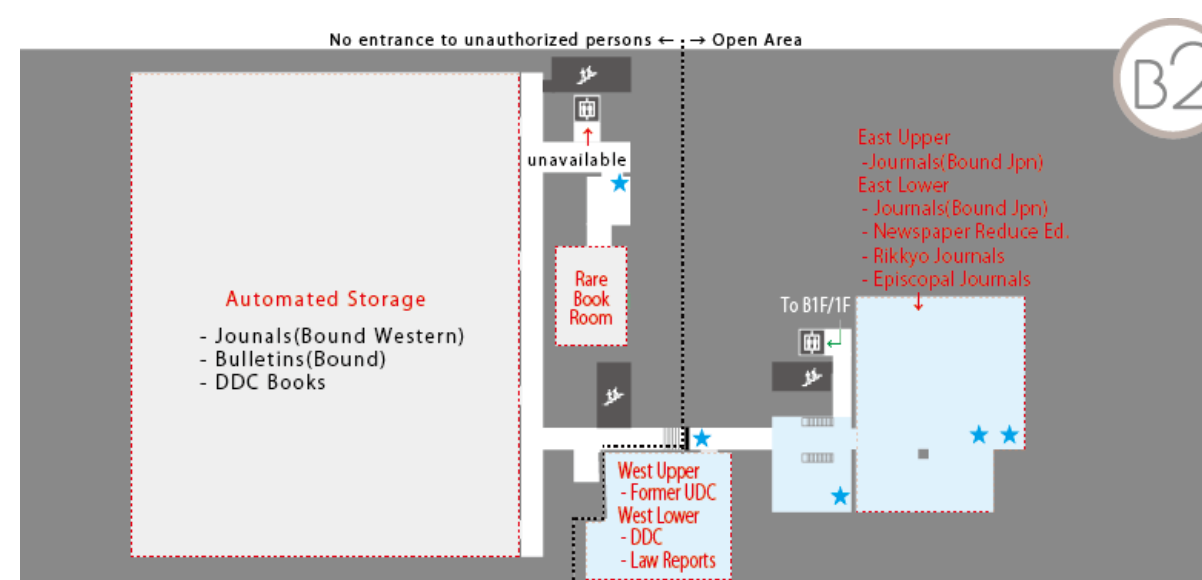


## B2F

The East Section features bound Japanese journals, reduced-size newspapers, Rikkyo periodicals, and Episcopalian journals. The West Section features old UDC materials, selected DDC materials, and foreign judicial precedents. This floor can be accessed via the

Red text surrounded by a red dotted line on each floor's guide map indicates OPAC's "Location on shelf" range.

"★" marks indicate security camera locations. Security cameras are installed throughout the library to ensure user safety.



## 3F

NDC [7 The Arts] [8 Language] [9 Literature]

### ● Cubicles (apply for use at the 3F Circulation)

For use to graduate students and faculty only.

### ● Carrels (apply for use at the 3F Circulation)

For use to undergraduate students, graduate students, faculty, and part-time lecturers.

### ● Terrace

You can bring your food (sandwiches, etc.) here.

## 2F

NDC [4 Natural Science] [5 Technology] [6 Industry]

### ● Group Study Rooms (apply for use at the 2F Circulation)

Rooms to study and research in groups. Unless reserved, users can freely sit in these rooms to read and study.

### ● Lecture Rooms

Rooms to hold library-hosted information retrieval courses, etc.

### ● Learning Advisors, Computer Help desk, Laptop Lending

Available to offer assistance with writing reports, using computers, etc.

