Services

Counter Service
Counters are available on all floors but the 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 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
1-2. Special Borrowing for Thesis Writers
A Special service for undergraduate students at fourth year and graduate students. 10 items for thesis writing can be borrowed for 3 months. The service is available at the circulation counter.

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 (videos/DVDs not included)
Self-check out machines are available near the circulation counters. Follow the instruction on the screen to complete.

Returning Materials
Materials may be returned at the circulation counter of any Rikkyo University Library (except for Niiza Repository Library). Use the outside book return facilities during off hours. If the return is delayed, the loan can’t be a period of time.

Renewals
Library materials 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 materials only once on MyLibrary, or for more than twice at the counter.

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

Lost or damaged materials
If borrowers return library material in such 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.

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 use any of the eight university libraries and borrow books. Go to the Yamanote Line Consortium Website to find the requirements and hours of each library.

2. Universities under Cooperative Agreement
The Rikkyo University Library has had a cooperative agreement with Gakushuin University and St. Margaret’s Junior College. With Gakushuin University and St. Margaret’s Junior College, alumni, and others who obtain permission from the Director of the Library.

About Rikkyo University Library
The Rikkyo University Library is providing enough space to hold two million books, and it has 1,520 seats for users. Other buildings in the Rikkyo University Library system include the Niiza Library and Niiza Repository Library for storing materials.

Regular Hours

<table>
<thead>
<tr>
<th>Weekdays</th>
<th>Saturdays</th>
<th>Sundays and Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45 am - 10:30 pm</td>
<td>8:45 am - 8:00 pm</td>
<td>10:00 am - 5:00 pm</td>
</tr>
</tbody>
</table>

* Vacation hours and any changes to opening hours will be posted on a bulletin board in the library or our website.

† On weekdays 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.

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 from one interface (search window), you can quickly access to reliable information.

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

Do’s and Don’ts
1. Please be quiet in the Library.
   (Except Learning Space and Group-Study Rooms, where discussions are allowed.)
2. Take good care of the items.
3. Don’t leave your seat without your valuables.
4. If 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.

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.

- Search by entrance, search by author, search by call number.

- Personal Pursuit

- Library Web Site: http://library.rikkyo.ac.jp/
- Library OPAC: https://opac.rikkyo.ac.jp/opac/
**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)**
  Interlibrary 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 East Elevator (1F/B1F).

- **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.

**3F**

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

- **Cubicles** (apply for use at the 3F Circulation)
  For use by graduate students and faculty only.

- **Carrels** (apply for use at the 3F Circulation)
  For use by 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.