

# Services

## ■ Browsing

Books in open stacks are freely available. After using materials, return them to "Return Rack" located near the stacks. Do not reshelve materials by yourself.

### 1. Compact Stacks

The procedure for entering the Compact Stacks room is required. Please ask at the main counter.

### 2. Automated Storage

Items which are stored in the automated storage can 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 main counter on the 1st floor. Please be sure to return these items to the 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 books needed for thesis writing can be borrowed for 3 months. And 6 media materials needed for thesis writing can be borrowed for 2 weeks. The service is available at the main counter.

### 2. Circulation

#### 2-1. Counter

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

#### 2-2. Self check-out machines(except for videos/DVDs)

Also self check-out machines are available near the main counter. 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 without 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 case, please return the materials.

## ■ Returning Materials

Return materials to the main counter before or on the required due date. Use the outside book return facilities during off hours.

Materials may be returned at the circulation counter of any Rikkyo University Library (except for the Niiza Repository Library).If the return is delayed, you can't borrow materials for a certain period of time.

## ■ Renewals

The loan period may be renewed at the main 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 loan period only once on MyLibrary, or for more than twice at the main 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 main 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 other Libraries materials

Materials at the Ikebukuro Library or the Niiza Repository Library can usually be ordered through OPAC or at the main 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

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

Note: For most Interlibrary Loans, charges apply.

2. A request form may be obtained at the main counter or Library website.

† Service 1 can be applied for at the main counter. Services 1 and 2 can also be arranged through " MyLibrary" (for full-time faculty and graduate students only).

## ■ 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. With submission of the Rikkyo ID Card, faculty and students directly can visit any of the eight university libraries, browse, make copies and borrow the library materials.

### 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 library materials.

### 3. SALA (Saitama Academic Library Association)

Niiza Library is a member of SALA. By using the card named "SALA Library Pass", you can use the other member of the libraries. Please ask at the main counter.

### 4. 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 of the library materials

Before using other university libraries under agreement, make sure to access the library website and confirm more details.



# RIKKYO UNIVERSITY NIIZA LIBRARY

## USER GUIDE



## Niiza Library User Guide

### About Niiza Library

The Niiza Library is available for learning and research in various fields, and shelves approximately 270 thousands books and it has 536 seats for users. The campus also supports the local community by allowing Niiza citizens to use the Library. And our library functions as a depository library for the United Nations agency of the World Tourism Organization (UNWTO).

### ■ Regular Hours

Weekdays	8:45 am - 9:30 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 the library or the website.

### ■ 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 the 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, is strictly prohibited.

### Do's and Don'ts

1. Please be quiet in the Library.  
(Except Learning Commons "Shiori" ,where you can debate there.)
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 for Relaxing Room).
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. You can hydrate yourselves at your seat.  
Beverage containers must be Twist Cap bottles.  
You can charge up your mobile phone while you are using the desk outlets.

## RIKKYO UNIVERSITY NIIZA LIBRARY

1-2-26 Kitano, Niiza-Shi, Saitama, 352-8558

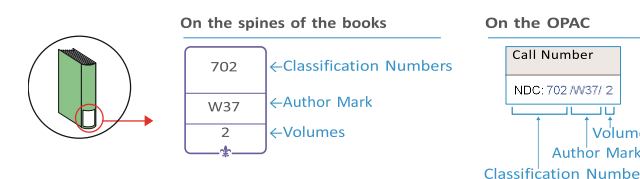
Tel. +81-48-471-7119

## 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 from 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.

<http://library.rikkyo.ac.jp/> : website  
<https://opac.rikkyo.ac.jp/opac/> : OPAC  
<https://opac.rikkyo.ac.jp/mylibrary/> : MyLibrary (Personal Portal)



# Floor Guide

## 1F Silent Area

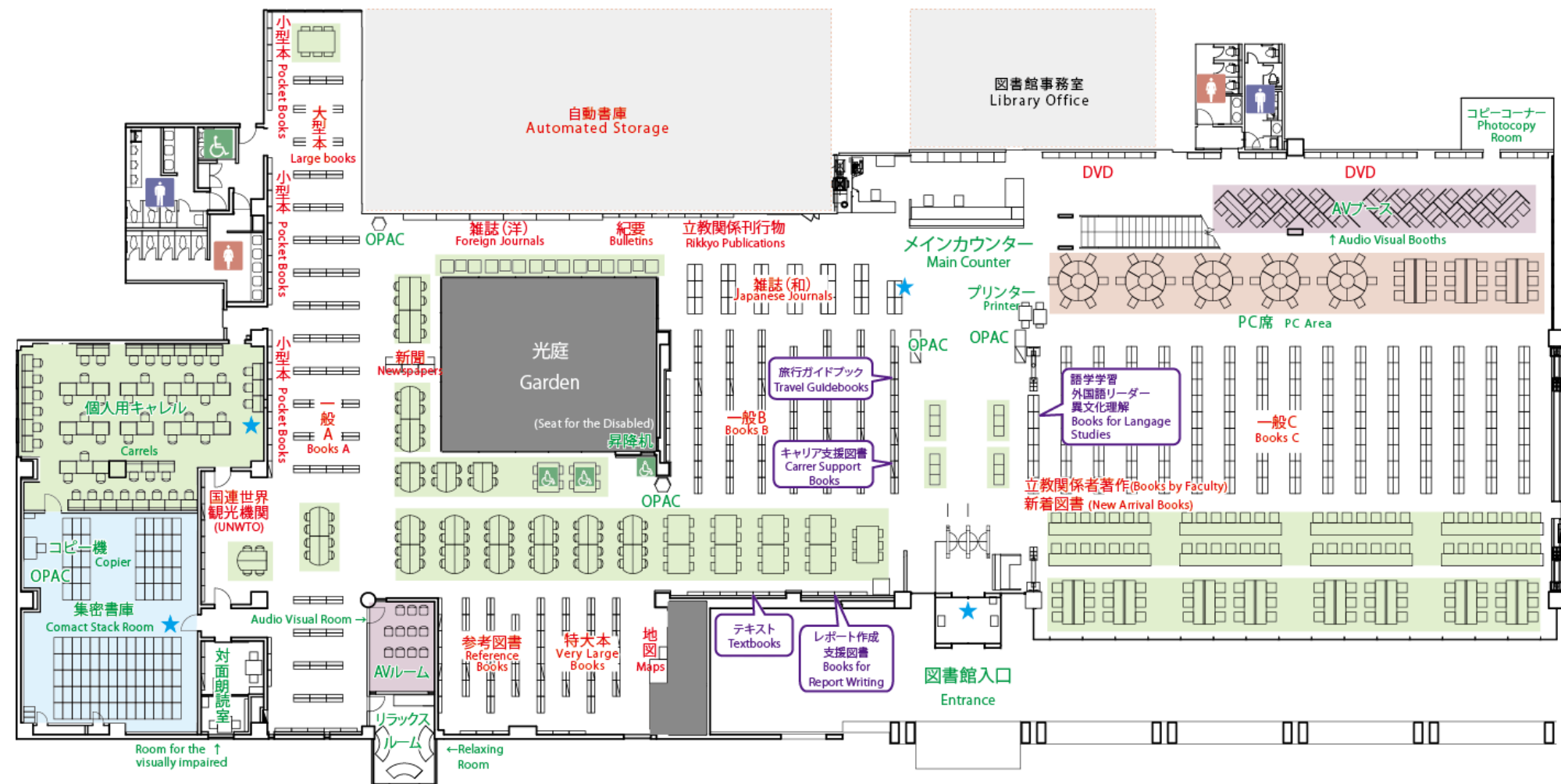
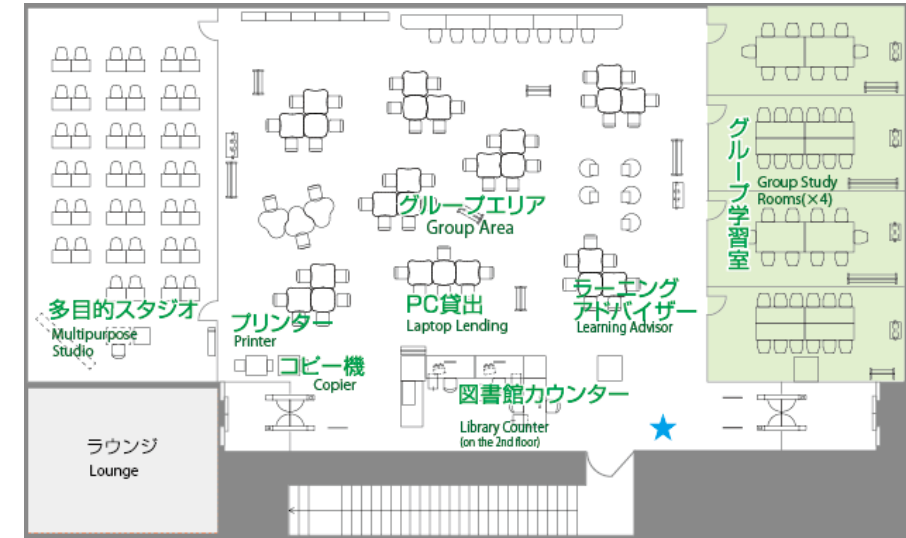
- Every user belongs to Rikkyo University can use carrels.
- It is required to present a Rikkyo ID card to the main counter when using AV booth.

## 2F – Shiori - (Niiza Library Learning Commons)

Shiori consists of three areas (Group Area, Group Study Rooms, and Multipurpose Studio), and It's depending on a variety of learning styles.

- Reservation is required when using Group Study Room (Ask at the counter on the 2<sup>nd</sup> floor).
- PCs are equipped in Multipurpose Studio. Every user belongs to Rikkyo University can use them freely when the workshops are not held

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



立教ラーニングスタイルコーナー "Rikkyo Learning Style" Corner  
 テキストや外国語リーダー、キャリア支援図書など、立教大学での学びをサポートするための図書を配架しています。  
 The books to support "Rikkyo Learning Style" at Rikkyo University (Textbooks, Career Support Books, etc) are shelved.