



Rikkyo University
Ikebukuro Library / Niiza Library

April 2025

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 or Niiza Library.

The Ikebukuro Library Technical Services Office
The Niiza Library Services Office





The use of materials stored in library repositories

Ikebukuro	Rare Book Room	Application location : Counters on each floor	Date available for browsing: From the next day ※In-library approval will be conducted after application.
	Automated Storage	How to retrieve: Instruction on retrieving books from the storage by OPAC (also accessible by PC at individual offices) or at the counter (in case of after 21:00 application location is the counter only)	Date available for browsing: Immediately after application
Niiza	Compact Stacks	Application location: Counter on the 1st floor	Date available for browsing: Immediately after application
	Automated Storage	How to retrieve: Instruction on retrieving books from the storage by OPAC (also accessible by PC at individual offices) or at the counter	Date available for browsing: Immediately after application
Niiza Repository Library		How to order: 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:

https://library.rikkyo.ac.jp/service/order/index_e.php



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. 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.

Although you can also use cash at the copy machines, 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 referral letter>

A referral letter 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:

https://library.rikkyo.ac.jp/service/reference/index_e.php

<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 referral letter.

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

https://library.rikkyo.ac.jp/service/yamanote/index_e.php

(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/opac/opac_search/?loginMode=disp&lang=1

2. Use of facilities



Ikebukuro: Public Services Office
Counter

Niiza : Niiza Library Services Office
Counter

Mail etsuranka@ml.rikkyo.ac.jp
ext. 2628

Mail niizalib@ml.rikkyo.ac.jp
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 and 2nd floor	PC Area	1st 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	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: 1st floor). Class assignments have been displayed so far. Please consult with the Ikebukuro Public Services Office and the Niiza Library Services Office.



In-Class Library Instruction Sessions

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

The Library prepares level -and purpose- specific lecture courses in accordance with students' literacy levels and learning stages.

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

Please select a lecture program 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:

https://library.rikkyo.ac.jp/education/index_e.php#infopg

*The Library implements "Lecture on Library Use," "Online Database Lecture," "Learning Advisor", "Report Writing Seminar" and other various menus as services that support learning outside of class:

https://library.rikkyo.ac.jp/learning/index_e.php

*In 2025 academic year, we are planning to post video contents (of in-class lectures about information searches) on a Learning Management System 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 rare 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.

https://library.rikkyo.ac.jp/education/kadai/index_e.php



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 place them in the class textbook sections in each library.

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

This system is for placing materials recommended by teaching staff at the campus libraries where they want to place 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.
(for example of educational, 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.

https://library.rikkyo.ac.jp/education/reference/index_e.php



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.

https://library.rikkyo.ac.jp/learning/kibou/index_e.php

*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.

https://library.rikkyo.ac.jp/learning/kibou_online/index.php

(*In Japanese only)

*The Library purchases research materials, journals, audio-visual materials, and electronic resources 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 meets 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



Rikkyo University Library / Repository Administrator
Mail repository@rikkyo.ac.jp



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":

https://library.rikkyo.ac.jp/roots/repository/index_e.php (*In Japanese only)



