**Rikkyo University Library User Card (Including Electronic Resources\* ID) Issuance Application**

**\* Electronic Resources: Database, e-Journals and e-Books**

**For the Director of Rikkyo University Library**

**I would like to request a library user card and Electronic Resources ID.**

**I pledge to abide by the rules and regulations regarding the use of libraries and Electronic Resources.**

**/　　　　　/**

**(Month) (Day) (Year)**

**Name**

**Address in Japan　〒**

**Tell （home）　　　　　　　　　　　　　 　 　　（cell phone）**

**E-mail**

**Acceptance Department (extension number) l**

**１　　Please circle the appropriate one.**

**1. New Issuance Procedure 2. Renewal Procedure \*** **Including those who issued new User Card before Aug. 2025.**

Renewal Procedure: Please send your user card to Public Services Office or Niiza Library Services Office. If you lose your user card, please contact the above Offices to have it reissued.

Those who issued new User Card before Aug. 2025 or have completed the renewal procedure: No need to send your user card.

**２　　If you need to use the Electronic Resources provided through Rikkyo University Library, please circle the appropriate one for your desired usage settings. No response is required if you only need to issue a user card.**

**1. Those who need to use the same electronic resources as those enrolled in Ikebukuro Campus.**

**2. Those who need to use the same electronic resources as those enrolled in Niiza Campus.**

**３　　Please provide certificate issued by the Human Resources Department or “Application for use of the library for researchers”.**

**※Only the applicant can use the library user card and Electronic Resources.**

Personal information provided will be handled in accordance with Rikkyo University's “Library Privacy Policy” \*.

\* “Library Privacy Policy” https://library.rikkyo.ac.jp/contact/privacy/index\_e.php

 　　　　　　　　以下　係員記入欄

|  |  |
| --- | --- |
| 利用証NO. | 　　**Ｌ A** |
| 発行日 | 　　　　　　年　　　　月　　　　日（　新規　・　継続　） |
| 備考 |  |

|  |  |  |
| --- | --- | --- |
| 処理項目 |  | チェック |
| 受付 | 住所確認 | E-Cats登録 | ゲート有効期限 | 年度印 | カード渡し | ゲート | E-Cats |
|  |  |  |  |  |  |  |  |