

■ Counter Service

The staff at the counter on B1F to 3F provide the service for circulation of materials and delivery of materials in automated storage and take a question about materials as well. Some services close acceptance 30 minutes before closing the counter. Counter Services on 2F and 3F close at 9:00pm on weekdays.

■ Browsing Materials

1. Open Stacks / Compact Stacks

You can freely take it out of the bookshelf and use it. Please do not return the browsed materials to the bookshelf by yourself, but put them on the returning table.

2. Automated Storage

The materials, which as a result of searching with OPAC the "Retrieve" button is displayed in "Automatic archive" column, are stored in the automated storage. Click the "Retrieve" button, enter the ID of the V-Campus / Library Card, and specify the counter (B1F to 3F) to receive the material. Please print out the "Retrieve Request Form" and bring it to the specified counter to receive the materials.

■ Borrow Materials

1. Number of items and loan periods to be borrowed

1-1. Loans of materials

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

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

* The above is the number of materials checked out by the entire Rikkyo University Library

1-2. Long-term loans of books for thesis writers

4th year undergraduate students and graduate students can take advantage of long-term loans (books: 10 items / 3 months, AV materials: 6 items / 2 weeks) for writing theses (graduation / master / doctor / seminar) in addition to ordinary loans. Please take the procedures at the counter.

2. Loan Procedure

2-1. Self-checkout machine (CD / DVD / video are not available)

Place your student ID / employee ID / library card on the "IC card" mark of self-checkout machine and follow the on-screen instructions to complete the loan procedure.

2-2. Counter

Please present the materials you want to borrow and your student ID / employee ID / library card at the counter to complete the loan procedure.

* Newspapers, journals, and materials with special labels such as "In-library use only" cannot be checked out.

* If you pass through the exit gate without completing loan procedure of the materials, an alarm will operate and you will not be able to pass through the gate. In addition, it sometimes malfunctions in response to electronic devices. Please note that the library staff will check your belongings when the alarm operates.

* A period of two weeks after loan procedure is set out to be "the priority usage period." If the material which you are borrowing is reserved by another user, we sometimes ask you to return it after passing the priority usage period, even if before the due date.

■ Return Materials

Please return borrowed materials to the counter or the return post (next to the entrance / exit gate) by the due date. You can also return them to it, whose holdings are of the libraries on Niiza campus. If you have overdue materials, you can neither check out nor renew the loan period for a certain period of time.

■ Extension of the loan period

Please bring borrowed materials and student ID / employee ID / library card to the counter. Only for the first extension after loaning, you can take the procedure from the personal portal site My Library on the library website as well.

* You cannot extend due date, if you have overdue materials or another user have made a reservation. In addition to the extension of due date, you can check status of loan / reservation and new book alerts, apply for document reproduction, etc. using "My Library".

■ Reserve materials

If the materials you want to use are on loan, you can make a reservation at OPAC or at the counter.

■ Order materials from the Niiza Campus

Except for some materials in the Niiza Library and Niiza Repository Library, you can apply to order materials from the Niiza Campus on the OPAC or at the counter.

* If you want to use materials of "In-library use only" such as reference books, current issues of journals and bulletins, you can order reproductions of the necessary parts. Please apply at the counter. (10 yen per sheet)

■ Lost / damaged materials

Please report to the counter immediately. In principle, you are responsible for compensation with the actual thing (the same material).

■ Use Interlibrary Loan service

1. Order reproductions from the other libraries

You can order reproductions of materials that are not hold in any libraries of Rikkyo University (The applicant pay for copying and postage fee).

2. Borrow materials from the other libraries

You can borrow materials that are not hold in any libraries of Rikkyo University from the other libraries (The applicant pay for the cost of postage fee and handling charges).

3. Issue a referral letter to use the other library

Please specify the library, the materials, the date and time, etc. which you want to use, and apply. After making an inquiry to the other library, a referral letter will be issued.

* The above 1 to 3 are acceptable at the counter on B1F. And only full-time faculty and staff and graduate students can take the procedure of the above 1 and 2 using also "My Library".

■ Use the partner university library

1. Yamanote Line Private University Library Consortium

The constituent member of Aoyama Gakuin University, Gakushuin University, Kokugakuin University, Senshu University, Toyo University, Hosei University, Meiji University, Meiji Gakuin University, and Rikkyo University can use the library (browsing, copying and lending) with his own student ID / employee ID without a referral letter by the agreement. However, there are some universities that restrict the use during the exam period and libraries that are not eligible for use (faculty libraries, etc.), so please check the library website before using.

2. Partner Universities of browsing

According to the agreement, the constituent member of Gakushuin University and Rikkyo University can use the library (browsing and copying only) with his own student ID / employee ID card without a referral letter. There are no restrictions on the use during the exam period. Please check the library website for details.

3. Agreement with Saitama University

According to the agreement, the constituent member of Saitama University and Rikkyo University can use the library (browsing, copying and loaning) with his own student ID / employee ID without a referral letter. Please check the library website for details.



Ikebukuro Library User Guide

Outline of the Ikebukuro Library

The Ikebukuro Library is a library for learning and research support with a maximum collection of 2 million books and 1534 reading seats on five floors from B2F to 3F. In addition, the Rikkyo University Library as a whole has the Niiza Library and the Niiza Preservation Library for the purpose of preserving books.

■ Library Service Hours

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

* Library service hours on holidays on which Classes are held and no class days in period of classes, library hours in exam periods and during vacations, closed days, temporary closures, and change in library hours will be announced on the library website.

* After 9:00pm on weekdays, the illuminance near reading seats on 2F and 3F is reduced to save electricity. For this reason, the only thing you can on 2F and 3F is to take out materials from bookshelves. Reading seats on 1F and B1F are available.

■ Eligibility for access

Students, faculty members, graduates, former full-time faculty members in the Rikkyo University, and those authorized by the library director.

■ Entrance / Exit

Student ID card, employee ID card, or library card is required to enter or leave the library by letting your card touch the entrance gate.

■ Photocopy

Please comply with the copyright law when copying library materials. Pay particular attention to the following points.

• When copying in the library, only one copy per person is permitted to copy a part of the entire work of materials (less than half of the whole) only for the purpose of research.

• In addition to the above, it is not permitted to copy the whole article published in academic journals, etc., unless a considerable period of time after the publication elapses. A considerable period of time means that in principle the next issue has published or over 3 months have passed since the publication.

• As a general rule, you can copy only the materials held by the library with copy machines in this library. Therefore, you cannot copy personal notes or materials.

Rules for users

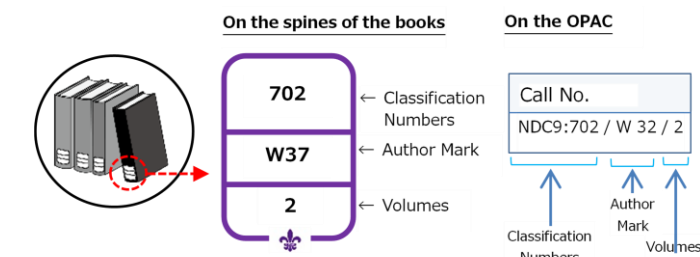
1. Please keep silence in the library.
* Learning Square and Group Study Rooms are available for group discussions.
2. Please treat library materials in a careful manner.
3. For theft prevention, do not step away from your seat with putting your valuables there.
4. In the library (excluding Learning Square), please set your cell phone to silent mode and refrain from making calls.
5. Smoking and photograph in the library is strictly prohibited.

Searching

■ Arrangement of materials

The materials are arranged on the bookshelf in the order of "call numbers". You can check the "call number" on the OPAC display screen or on the spine label of the materials in the Rikkyo University Library.

To classify materials Rikkyo University Library uses the "Nippon Decimal Classification (NDC) New Revised 9th Edition".



■ Tools

• OPAC (Online Public Access Catalog)

You can search and check the location, lending and reservation status, etc. of materials by entering keywords such as title, author name, publisher / publisher name, etc.

• Online Databases

The library provides online databases in various fields (academic articles, journal articles, newspaper articles, business news / corporate information, law reports / laws and regulations, natural sciences, etc.). When using it, please comply with terms of use of online databases.

* A part of online databases can be used not only on the campus PC but also used a remote access from home via the university intranet.

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

From one interface (search box), you can search all the library resources such as books, magazines, online databases, ebooks and e-journals, and quickly access to highly reliable information.

■ Workshops

We hold seminars that are useful for information retrieval, such as how to use Rikkyo University OPAC, online databases and READ. Please check the library website and notices in the library for details such as the schedule and contents.

6. Do not loan your borrowed material to others.
7. It is strictly prohibited to enter the library with using a student ID card borrowed from others.
8. If there is any fraudulent act or harassment related to library use, we will take strict measures such as suspension of use for a certain period of time.
9. You can drink beverages even in the seat.

* However, it is limited to lidded containers such as PET bottles and water bottles, in which contents do not spill over even if they fall down.

* In the seat with outlets, you can charge your mobile device while you are using it.



Floor Guide

1F -ENTRANCE

NDC [0 General Works]

●Information

Library staff at the information by the entrance / exit gate provides various guides for library use. There is a return post there.

●General Counter

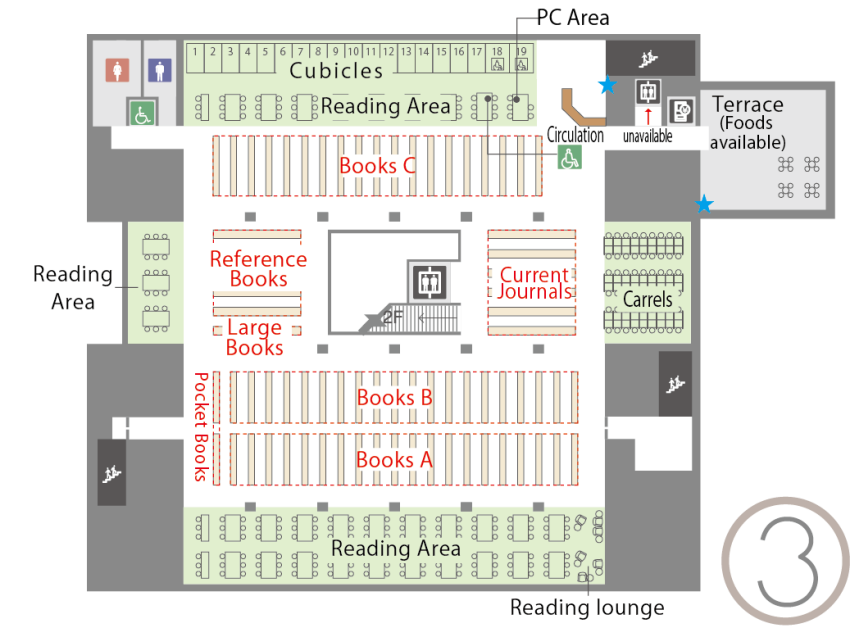
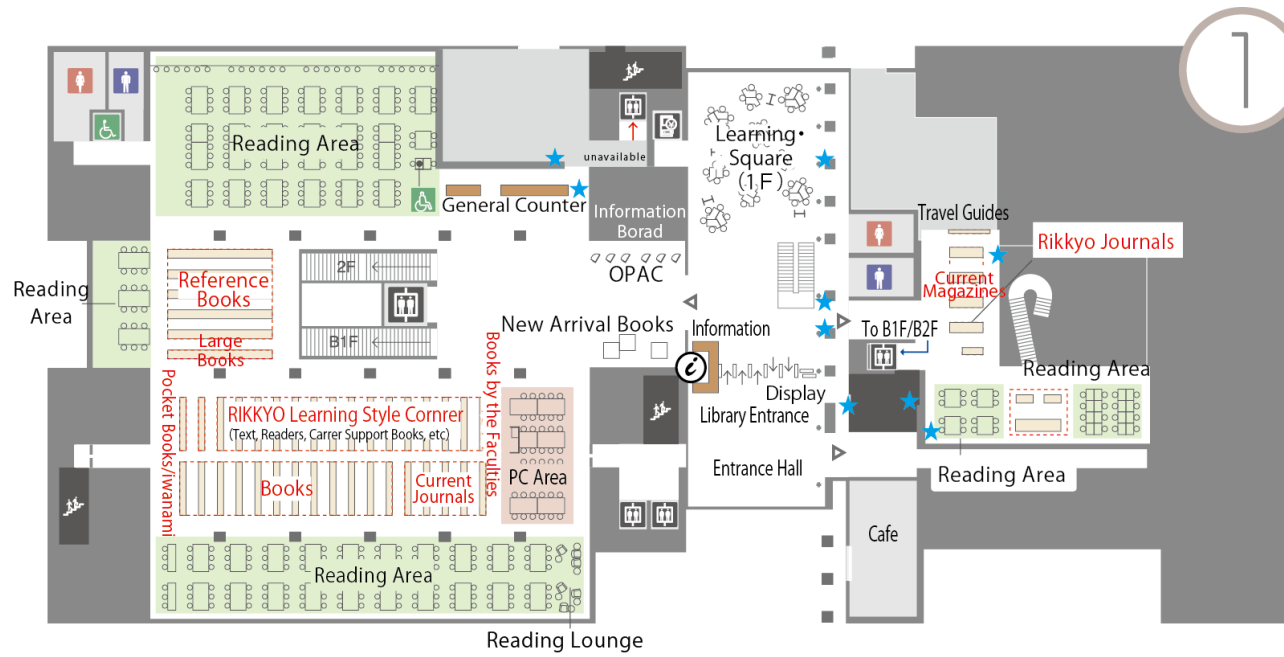
We set aside reserved materials, ordered materials from Niiza Campus, and assigned books (reserve books).

●Learning Square (1F and 2F)

It is the learning commons where you can do group work. On the 2F of Learning Square, we offer a service to lend laptops.

●"RIKKYO Learning Style" Corner

Books to support learning at Rikkyo University, such as textbooks, foreign-language readers, career support books, and books on Japan, are arranged.



B1F

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

●Circulation Counter on B1F

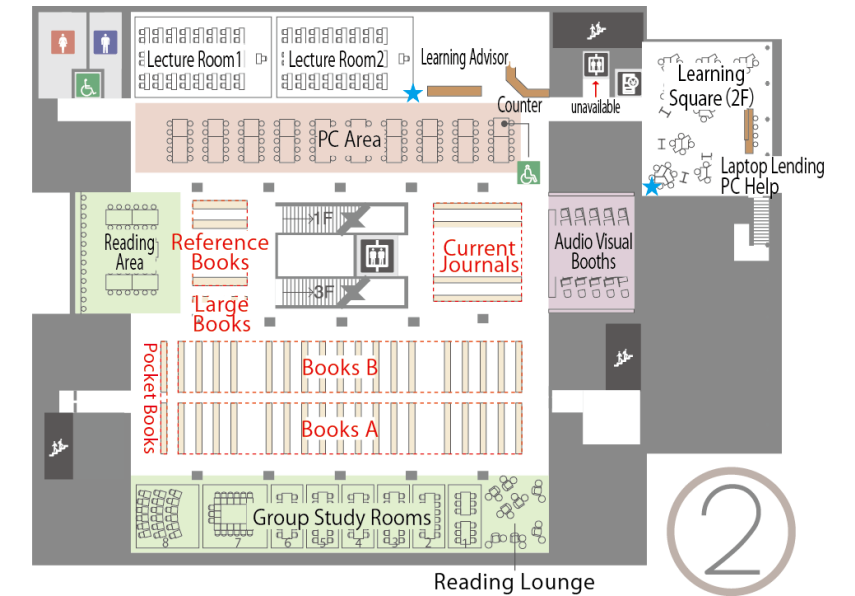
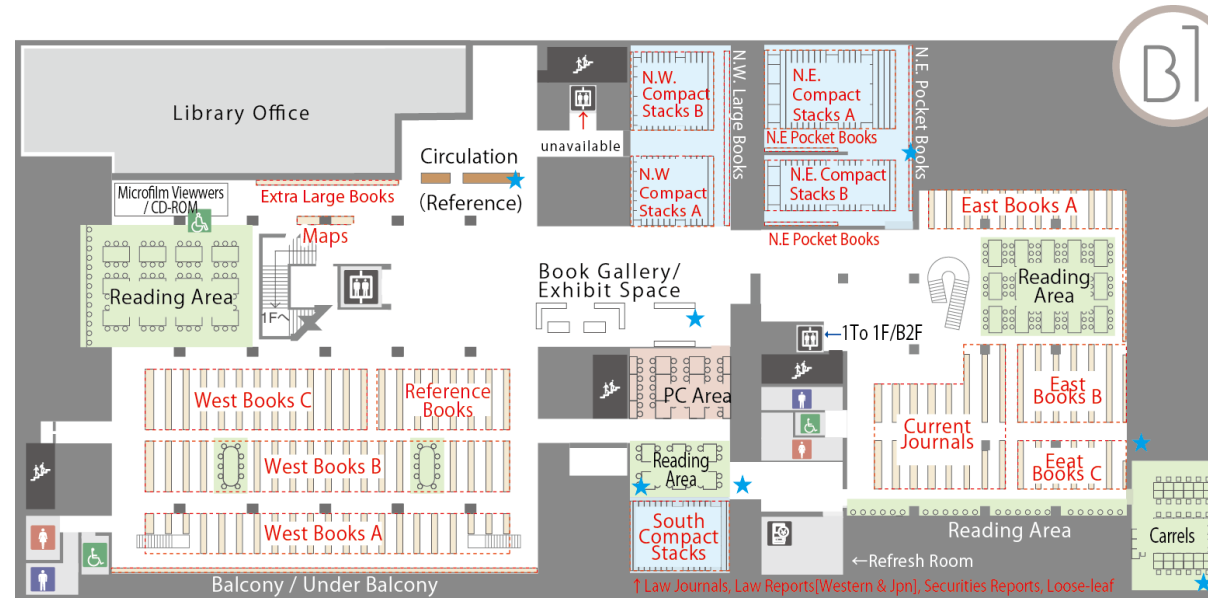
We accept (deliver) inter-library loan such as reproductions of documents and share of materials with other institutions, and issue referral letters. We also provide reference service.

●Carrels (Apply for use at the Counter on B1F)

Available to undergraduate and graduate students, full-time faculty and staffs, and part-time lecturers.

●Refresh-Room

There are vending machines for beverages and bread / rice balls. You can also take your brown-bagged light meals (sandwiches, etc.).

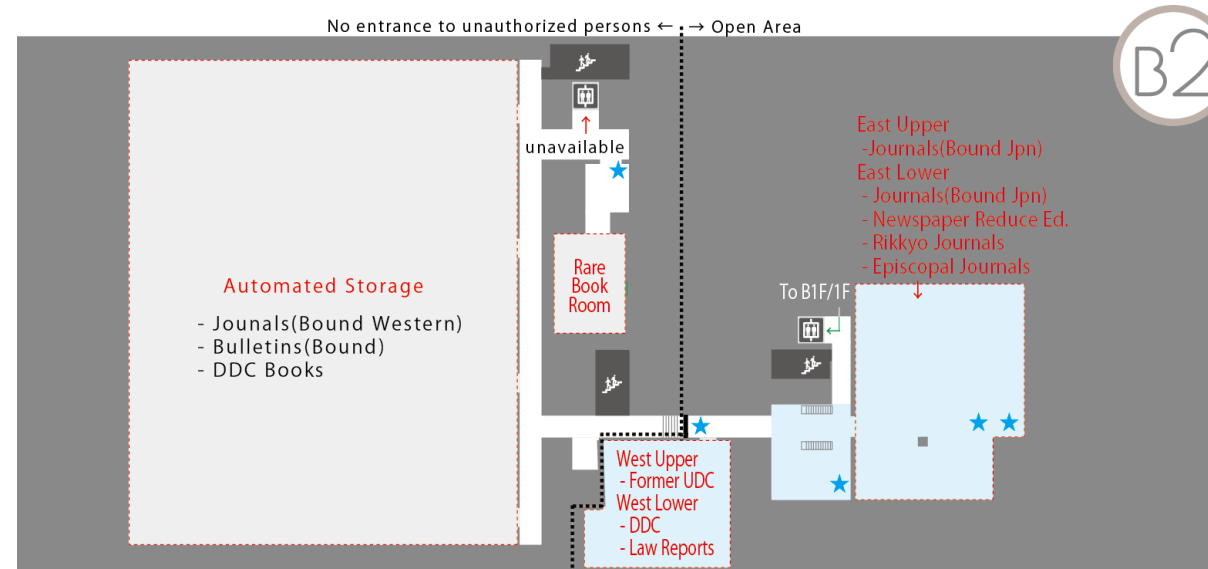


B2F

In the eastern area, bound Japanese journals, newspaper reduced editions, Rikkyo journals, and Episcopal journals are arranged, and in the western area, former UDC / faculty selection, DDC / faculty selection, and foreign law reports are assigned. It is accessible from the elevator on east side (1F / B1F) (It is not allowed to enter automated storage and rare book room).

The red letters in the surrounded areas by the red dotted line indicate the locations of OPAC.

"★" "Safety confirmation camera" mark
"Safety confirmation cameras" are installed in the library for the purpose of security of users.



3F

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

●Cubicles (Apply for use at the counter on 3F)

Available to graduate students and full-time faculty and staffs.

●Carrels (Apply for use at the counter on 3F)

Available to undergraduate and graduate students, full-time faculty and staffs, and part-time lecturers.

●Terrace

You can take your brown-bagged light meals (sandwiches, etc.).

2F

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

●Group Study Rooms (Please check the website for more information.)

Group Study Rooms are available for learning and research in group. In case of no reservation, they are available for reading seat.

●Audio Visual Booths

You can watch the video materials at individual booths.

●Seminar Rooms

Seminar Rooms are used for information retrieval courses hosted by the library. In case of no courses, they are available as PC seats.

●Learning Advisors, PC Help desk, Laptop Lending

We offer support in report writing by learning advisors and in pc operation by PC help staffs.