

## ■ Browsing Materials

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.

### 1. Compact Stacks

Please apply at the main counter on the 1st floor.

### 2. Automated Storage

The materials, which as a result of searching with OPAC the "Retrieve" button is displayed, are stored in the automated storage. Click the "Retrieve" button, print out the "Retrieve Request Form" and bring it to the main counter on the 1st floor.

## ■ Borrowing 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 main counter on the 1st floor.

### 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 main counter on the 1st floor 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.

## ■ Returning Materials

Please return borrowed materials to the main counter on the 1st floor by the due date. When the library is closed, please return books to the BOOK RETURN next to the entrance. You can also return them to it, whose holdings are of the libraries on Ikebukuro Campus. AV materials and books that have passed the return deadline should be returned to the main counter on the 1st floor. 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 main counter on the 1st floor. Only for the first extension after loaning, you can take the procedure from the

personal portal site "MyLibrary" 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 "MyLibrary".

## ■ Reserve materials

If the materials you want to use are on loan, you can make a reservation at OPAC or at the main counter on the 1st floor.

## ■ Order materials from the Ikebukuro Campus / Niiza Repository Library

Except for some materials in the Ikebukuro Library and Niiza Repository Library, you can apply to order materials from the Ikebukuro Campus and Niiza Repository Library on the OPAC or at the main counter on the 1st floor.

\* 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 main counter on the 1st floor. (10 yen per sheet)

## ■ Lost / damaged materials

Please report to the main counter on the 1st floor 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 is responsible for copying and postage fees.).

### 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 is responsible for postage fees 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 main counter on the 1st floor. And only full-time faculty and staff and graduate students can take the procedure of the above 1 and 2 using also "MyLibrary".

## ■ Use the partner university library

[\\*Pease refer to the library website for details.](#)

### 1. Yamanote Line Private University Library Consortium

The constituent Universities (Aoyama Gakuin, Gakushuin, Kokugakuin, Sophia, Senshu, Toyo, Hosei, Meiji, Meiji Gakuin, and Rikkyo) can use the library (browsing, copying and lending) with their own student ID / employee ID card. However, there are some universities that restrict the use during the exam period and libraries that are not eligible for use (faculty libraries, etc.).

### 2. Partner Universities of browsing

Gakushuin and Rikkyo Universities allow library use (browsing and copying) with their own student ID / employee ID card. There are no restrictions on the use during the exam period.

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

According to the agreement, Niiza Library can use other member libraries (browsing use only) with their own student ID / employee ID card.

### 4. Agreement with Saitama University

Saitama and Rikkyo Universities allow library use (browsing, copying and loaning) with their own student ID / employee ID card.

### 5. Agreement with Doshisha University

Doshisha and Rikkyo Universities allow library use (browsing, and copying) with their own student ID / employee ID card.



# RIKKYO UNIVERSITY NIIZA LIBRARY

## USER GUIDE



## Niiza Library User Guide

### Outline of the Niiza Library

The Niiza Library is a library for learning and research support on the Niiza Campus with a maximum collection of 350,000 books and 540 reading seats. Also functions as a depository library for the World Tourism Organization of the United Nations (UN Tourism).

### ■ Library Service Hours

Weekdays	8:30 am - 9:00 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.

### ■ 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.
  - \* "Shiori" on the 2nd floor is available for group discussions.
2. Please handle library materials carefully.
3. Do not leave your belongings unattended.
4. In the library (excluding Relaxing Room, Hikari-Niwa), please set your cell phone to silent mode and refrain from making calls.
  - \*In the seat with outlets, you can charge your mobile device while you are using it.
5. Smoking and taking photo in the library are strictly prohibited.
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, only plastic bottles, water bottles, and other containers with lids are permitted .

### RIKKYO UNIVERSITY NIIZA LIBRARY

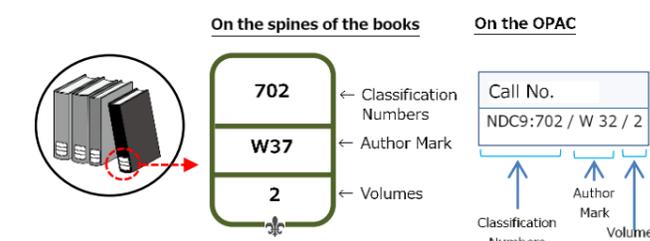
1-2-26 Kitano, Niiza-Shi, Saitama, 352-8558

Tel. +81-48-471-7119

## 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.

### • Electronic Resources (Databases, E-journals, E-books)

The library provides online databases in various fields (academic articles, newspaper articles, business/corporate information, laws and regulations, natural sciences, etc.). Please comply with the terms of use when using these resources.

\* Except for some resources, they are accessible from off-campus via remote access.

### • 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.

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



# Floor Guide

## 1F-ENTRANCE

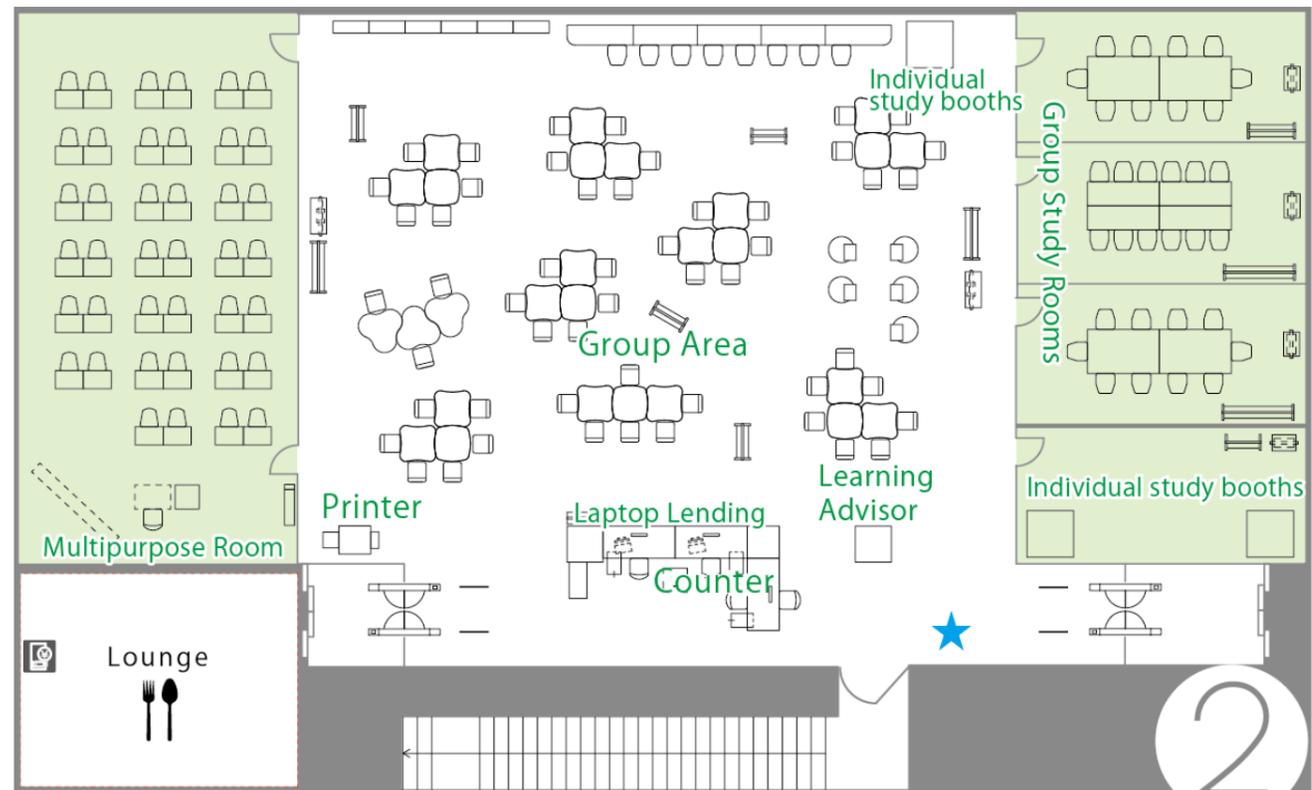
All the collection materials are arranged on 1st floor.

- Main counter : We accept (deliver) inter-library loan such as reproductions of documents and share of materials with other institutions, and issue referral letters.
- Carrels, Audio Visual Booths : Available to undergraduate and graduate students, full-time faculty and staffs, and part-time lecturers.
- Compact Stacks, Audio Visual Room : Please apply at the main counter on the 1st floor.
- Relaxing Room, Hikari-Niwa Terrace : You can also take your brown-bagged light meals (sandwiches, etc.)

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

This area is for groupwork, and is divided into four areas depending on the learning style.

- Group Area : You can change the arrangement of the desks and whiteboards. We offer support in report writing by Learning Advisors and in PC operation and lending.
- Group Study Rooms : Group Study Rooms are available for leaning and research in group. Please check the website for more information.
- Individual Study Booths : please make a reservation at the counter on the 2nd floor.
- Multipurpose Room : Multipurpose Room is used for Information retrieval courses hosted by the Library. In case of no courses, available for reading seats.
- In the lounge (outside the library), you can have your own light meal.



2  
-Shiori-

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



“Rikkyo Learning Style” Corner

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