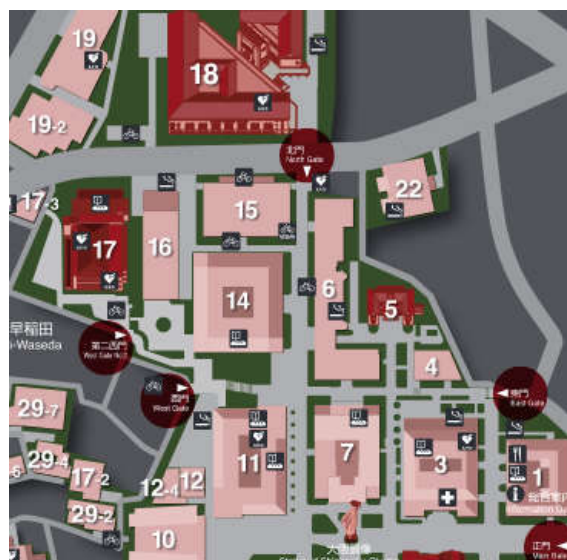
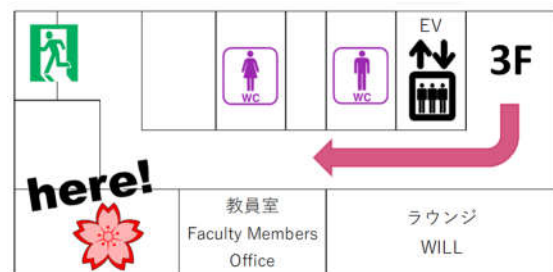


# Japanese Language Students' Reading Room Waseda University USER'S GUIDE



【It's at the end of the hall.】



## Japanese Language Students' Reading Room

Waseda University

Waseda Campus Bldg.#22, Room#304

### ■Regular hours

【Mon.-Fri.】 9:00 - 22:00

【Sat.】 9:00 - 18:00

- Closed on Sundays and National Holidays.
- Our room may be closed occasionally.  
Such schedule will be announced.
- Hours during the Summer, Winter and Spring Vacations will be announced.

### ■OUR MISSION

Japanese Language Students' Reading Room holds a wide range of books related to Japanese language education.

For Japanese language learners, the Students' Reading Room offers a variety of Japanese textbooks suited for different learning levels and purposes. It also makes dictionaries and audio materials such CDs and CD-ROMs available for borrowing to support the learning of Japanese by international students. Practical guides about Japanese life, history, and culture are also available.

For Japanese language teachers, the Students' Reading Room holds teacher's manuals as well as teaching aids and reference books useful for classroom teaching. In addition, the Students' Reading Room holds a wide range of books on subjects related to Japanese language education and research such as Japanese linguistics, Japanese language teaching, Japanese education, and cross-cultural communication.

### ■ELIGIBILITY

- Check out : Undergraduate, Graduate Students, Faculty, Staff, Library Card (GREEN) Holders, Library Card (BLUE) Holders
- In Library use only : Alumni association card Holders

### ■SERVICES

All books and academic journals can be searched through WINE (Waseda University Library Catalog).

### ■Wi-Fi

Wi-Fi is available.

For detailed connection procedures, take a look at Waseda University web site.

### ■DATABASES & ELECTRONIC JOURNALS

You can access a variety of databases and electronic journals from an internet terminal in the Central (Chuo Toshokan) and other libraries.

You need your ID number and password of MyWaseda account to use the terminal.

### ■RETURN

Please return the books to the Circulation Desk.

When the Reading Room is closed, please use the drop box available for returning books. The returned books will be processed on the following day.

You can return the books which you borrowed at other libraries and Students' Reading Rooms in Waseda University to the JL Students' Reading Room. Also you can return the books borrowed from our Students' Reading Room to other libraries and Students' Reading Rooms.

### ■CHECK-OUT REGULATIONS

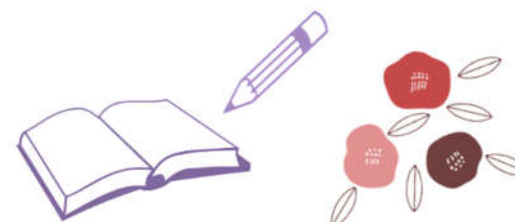
- Please check "Borrowing Rules" on the WASEDA University library website.  
<https://www.waseda.jp/library/services/borrowing/loan-rules/>
- The loan period and maximum volumes for JL Students' Reading Room materials are as below:

Institution	Material	Loan Period	Max vols
Japanese Language Students' Reading Room	Books, CDs, CD-ROMs, etc	14 days	Max. 10 vols.

**If materials are not returned 4 days after the due date, you will not be able to borrow new materials as long as the overdue materials remain unreturned. After returning materials, a one-day loan suspension will be made for every one-day delay (per item). In this case, the maximum suspension period will be 30 days.**

### ■LIBRARY USE

- Please return books to the Book Return Carts after use.
- Please return current journals and newspapers to the shelves after use.



### ■Request

We accept requests for books that you wish to purchase.

Please note the following:

- ※ The requested book may not be available for purchase depending on the situation.
- ※ This request is different from the "Application for Purchasing Books for Classes at the Center for Japanese Language".
- Library users who are eligible to apply  
Students and Faculty members of the Center for Japanese Language and the Graduate School of Japanese Applied Linguistics
- How to apply
  - (1) Fill out a form and submit it at the reception counter in Japanese Language Students' Reading Room.
  - (2) Enter the following information and send an e-mail to [jl-lib@list.waseda.jp](mailto:jl-lib@list.waseda.jp).

Name/Student&Faculty/Number/Department/Status/  
E-mail Address/Book Title/Series/Author/Publisher/  
Year of Publication/Price/ISBN/Reason for application/  
Whether or not you wish to reserve the book/Remarks

### ■NOTICE

- It is prohibited to use other student's ID card to check out library items. The violator will be subject to a penalty under the university regulations.
- Please push the button of the user counter set next to the gate when entering JL Students' Reading Room.
- Drinking, eating, smoking or talking loudly are prohibited in our Reading Room.
- Please keep food or beverages in your bag.  
However, you may bring your drink inside if it has a lid. And, you can drinking at the reading seat only.
- The use of mobile phones is prohibited.  
Please switch off your mobile phone in the room.
- If you have lost or damaged a library material, you will be held responsible for the cost of replacing the material as well as a processing fee.