



Central Library Floor Guide

Waseda University Library
User's Guide No.22-E
February 2023

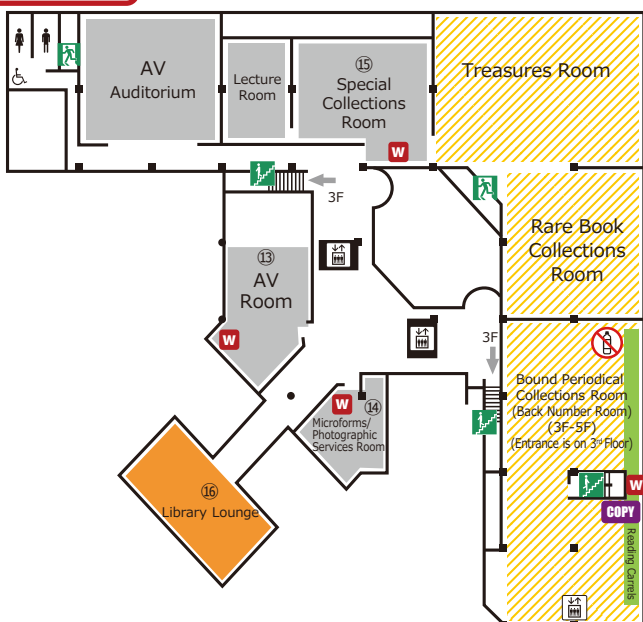
2F



3F



4F



Area/Color	Level	Conversation	Typing (PC)	Searching (Tablet)	Drinking (Drink with a cap only)*	Common rules
Active Area	Conversation friendly					
Quiet Area	Quiet					
Silent Area	Silent					
Super Silent Area	Super silent					
Refresh Area	Short break					

* Drinks are NOT ALLOWED in Central Library except for permitted places below.
4F Library Lounge
3F Study Space
(except for Bound Periodical Collections Room)
2F Study Space, Refresh Area

	Restrooms		Copiers (B&W ¥10/Color ¥50)		Copy Card Vending Machines (¥1,000/¥2,000)		WINE Terminals (OPAC use only)
	Lockers		Elevators		Stairs		Internet Terminals
	Emergency exit		Talking Space		Printers		

① Information Desk (2F)

General information. Ask about the library card, lost-and-found items here.

② Circulation Desk & Help Desk (2F)

Borrow and return books and pick up photocopies / materials or a letter of introduction you requested with ILL here. You can also receive other services of Laptop and Accessory Lending, NDL and CD-ROM terminals, etc. Open until 30 min. before closing time.

③ Reference Desk (2F)

You can ask how to find specific information or how to use library resources and services here. Open until 7 p.m. (Sat. & Sun.: closed).

④ Reference Books (2F)

Dictionaries, encyclopedias, statistical books, etc. are shelved (in-library use only).

⑤ Group Study Room 1・2 (2F)

No reservation is required. You can change the layout freely and can use projector (need apply for help desk).

⑥ Commons 1 (Creation) & LA Desk (2F)

Area for group study. 12 desktop computers (Waseda ID required) and 2 printers are available. You can consult with Learning Assistant (LA) about how to research for your papers at the LA Desk.

⑦ Commons 2 (Discussion) (2F)

Area for group study. 15 desktop computers (Waseda ID required) are available.

⑧ Commons 3 (Browsing) (3F)

Area for browsing of library materials. Group study is also available.

⑨ Commons 4 (Work) (3F)

Area for personal works. Group study is also available.

⑩ Silent Reading Room 1・2 (2F&3F)

Area for concentration on reading and studying without any noise. Use of all electronic devices including cell phones is prohibited here.

⑪ Periodicals Desk (3F)

To enter Bound Periodical Collections Room (3F-5F), show your ID card here. Put your belongings in the locker. Open until 30 min. before closing time.

- CD-ROM → available until 60 min. before closing time.
- Microform → available until 90 min. before closing time.

⑫ Bound Periodical Collections Room (Back Number Room) (3F)

Back issues of Magazines / Journals or some News papers are available here (in-room use only), after certain period has past from their publication.

⑬ Audio Visual (AV) Room (4F)

AV materials are available only in this room. You cannot bring in your own materials. Open until 7 p.m. (Sat.: 5 p.m. & Sun.: closed).

- Audio Material → available until 30 min. before the room closes
- Visual Material → available until 60 min. before the room closes
- Booth → available until 10 min. before the room closes

⑭ Microforms / Photographic Services Room (4F)

Microforms and photocopy service are available here. Open until 7 p.m. (Sat.: 5 p.m. & Sun.: closed). The reception desk will be closed 30 min. before the closing time of the room.

⑮ Special Collections Room (4F)

Rare materials are available here. Open until 6:30 p.m. (Sat. & Sun.: closed). The reception desk will be closed 30 min. before the closing time of the room.

⑯ Library Lounge (4F)

Available for group study and also for a break. Open until 6:50 p.m. (Sat.: 4:50 p.m. & Sun.: closed).

Continue to back side >>



B1F ② Research Collections



B2F ② Research Collections



① Research Collections Desk (1F)

To enter Research Collections (B1F & B2F), show your ID card here. Put your belongings in the locker. Open until 30 min. before closing time.

• Borrowing and returning books shelved in Research Collections.

• Application for using Meiji era books

• Application for using Private Reading Rooms

• Picking up the materials with the location “Automated Book Storage”

*To retrieve the materials with the location “Automated Book Storage”, submit the request from WINE terminals in the Central Library. You can submit the request until an hour before closing time.

① Commons (Research) (1F)

Area for group research with library materials.

① Group Research Rooms (B1F)

Faculty, staff, graduate students and green library card holders can use. Apply at Research Collections Desk. Reservations are also accepted. Available until 30 min. before closing time.

① Private Reading Rooms (B1F & B2F)

Faculty, staff, graduate students and green library card holders can use. Apply at Research Collections Desk. Available until 30 min. before closing time.

① Research Collections (B1F & B2F)

The materials categorized by Waseda Classification are mainly shelved on B1F. The materials categorized by NDC are shelved on B2F.

- Reading Carrels
About 80 carrels are available.
- Oversized Book Shelves (B2F)
Oversized materials categorized by NDC are shelved.
- Oversized Book Stacks (B2F)
Oversized materials categorized by Waseda Classification are shelved.
- Chinese Books
NDC: Chinese Books Stack (B2F)
Waseda Classification: Mobile Book Shelf (B1F)
Books transferred from Toyama Library: Mobile Book Shelf (B1F)
- Korean Books
NDC: Korean Books Stack (B1F)
Waseda Classification: Mobile Book Shelf (B1F)
Books transferred from Toyama Library: Mobile Book Shelf (B1F)
- Meiji Era Books (B1F)
Materials published in Meiji Period are located separately from general research collections to preserve original works. For those who wish to use them, please consult at the Research Collections Desk (1F).
- Special Collections (Bunko) (B1F)
Part of research books and materials are designated as “Special collections” and distinguished from other research materials. Please see the Waseda University Library Website for more detail.
- Additional Stacks (B1F)

B1F Classification

- Foreign Books Waseda Classifications
- Japanese Books Waseda Classifications
- Foreign Books NDC (F400-F599)
- Japanese Books NDC (400-599)
- Foreign Books NDC (F000-F099)
- Special Collections (Bunko)

◆ About Photocopiers

Please refer to the maps about the locations.

Available until 20 min. before closing time.

BN: Back Number Room

	B 2 F a	B 2 F b	B 1 F c	B 1 F d	1 F	2 F A	2 F B	3 F C	3 F D	B N 3 F	B N 4 F	B N 5 F
Black and white (10 yen / 1 point)	○	○	○	○	○	○	○	○	○	○	○	○
Color (50 yen / 5 points)	○	○	○	○	○	○	○	○	○	○	○	○
Copy Card-operated *1	○	○	○	○	○	○	○	○	○	○	○	○
Coin-operated	×	×	○	○	○	○	×	○	×	○	○	×
Copy Card Vending Machines *2	○	×	○	×	○	×	○	×	○	×	×	×

*1 Copy cards are available for “1,000 yen / 105 points” and “2,000 yen / 213 points”.

*2 Only 1,000 yen bill is accepted to purchase a copy card.

*3 2,000 yen copy cards are only available at 2F-B.

◆ Precautions for Using

- * Please keep good manners and refrain from behaviors that cause disturbance to other users.
- * Please use library materials with care to prevent damage, stain (incl. getting wet with rain) and lost.
- * Smoking and eating are prohibited. Only drinks with caps which can shut tightly are allowed in the designated areas. In order to prevent damage/stain of library materials and facilities, as well as to prevent damage from insects, please follow the drink and food policy.
- * Please keep valuables with you at all times to prevent theft.
- * Please set your cell-phones to silent mode, and refrain from telephone calls in the library. Please use the locker room for an emergency call.
- * Using cameras, scanners, or other recording equipment in the library are prohibited.
- * Open hours are different during summer, winter and spring breaks.

More detailed information of the bookshelves/classification in the research collection is on each relevant floor in the library, and on the library website.