

①Information Desk (2F)

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

②Circulation 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).

⑤Group Study Room 1 ⋅ 2 (2F)

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

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

⑦Commons 2 (Discussion) (2F)

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

®Commons 3 (Browsing) (3F)

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

Area for personal works. Group study is also available.

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

①Periodicals 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 \rightarrow available until 60 min. before closing time.
- Microform → available until 90 min, before closing time.

@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.

AV materials are available only in this room. You cannot bring in your own materials. Open until 7p.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
- ullet Booth o available until 10 min. before the room closes

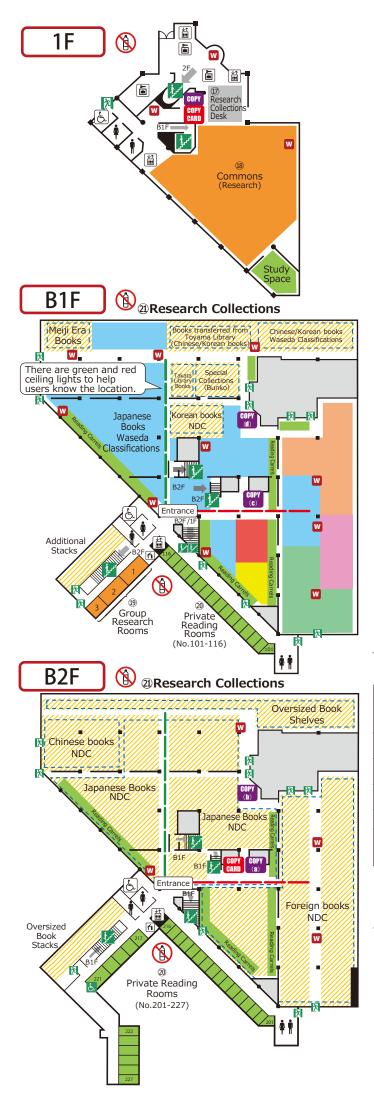
Microforms / Photographic Services Room (4F)

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.

(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.

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



②Research Collections Desk (1F)

To enter Research Collections (B1F & B2F), use your user card (student ID, faculty/staff ID, or library card) from the entry side of the gate. 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.

®Commons (Research) (1F)

Area for group research with library materials.

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.

20 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.

②Research 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)

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

Takata Library Books

Takata Library.

Japanese Books Transferred from

◆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)	0	0	0	0	0	0	0	0	0	0	0	0
Color (50 yen / 5 points)	0	0	×	0	0	×	0	0	0	0	0	0
Copy Card- operated *1	0	0	0	0	0	0	0	0	0	0	0	0
Coin-operated	×	×	0	0	0	0	×	0	×	0	0	×
Copy Card Vending Machines *2	0	×	×	×	0	×	O *3	0	×	0	×	×

- *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. New Banknote Machine: 1F Copy Corner / 2F by LA Desk
- *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.