



Central Library Floor Guide

Waseda University Library
User's Guide No.22-E
March 2026

2F



3F



4F



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

* Drinks are NOT ALLOWED in Central Library except for permitted places below.
 4F Library Lounge
 3F Study Space
 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		Talking Space		PC Internet Terminals
	Emergency exit		Stairs		Priority Seating		P Printers
	Drinking Fountains		Self-Checkout Machines				

- ① Information Desk (2F)**
General information. Ask about the library card, lost-and-found items here.
- ② Circulation Desk & Help Desk (2F)**
You can borrow and return books, and pick up ILL items (photocopies, requested materials, or letters of introduction). You can also borrow laptops and related accessories, and apply to use terminals for the NDL database and CD-ROMs.
- ③ Reference Desk (2F)**
You can ask how to find specific information or how to use library resources and services here.
- 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.
- 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)**
You can use AV items (DVDs, videotapes, and CDs) held by the library. Personal AV materials cannot be brought in or used here.
→ For details, see User Guide Series No.13 (See back)
- ⑭ Microforms / Photographic Services Room (4F)**
Microforms and photocopy service are available here.
→ For details, see User Guide Series No.12 (See back)
- ⑮ Special Collections Room (4F)**
Rare materials are available here. Visitors must apply in advance.
→ For details, see User Guide Series No.14,15 (See back)
- ⑯ Library Lounge (4F)**
Available for group study and also for a break.



⑰ Research Collections Desk (1F)

To enter Research Collections (B1F & B2F), tap your user card (student ID, faculty/staff ID, or library card) from the entry side of the gate. Put your belongings in the locker. Drinks are not allowed.

- Borrowing and returning books shelved in Research Collections.
- Application for using Meiji era books
- 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.

⑱ Commons (Research) (1F)

Area for group research with library materials.

⑲ Group Research Rooms (B1F)

Reservations required. The representative (who can make a reservation): Faculty and staff, graduate students, Professor Emeritus, and green library card holders.

➔ For details, see User Guide Series No.29

⑳ Private Reading Rooms (B1F & B2F)

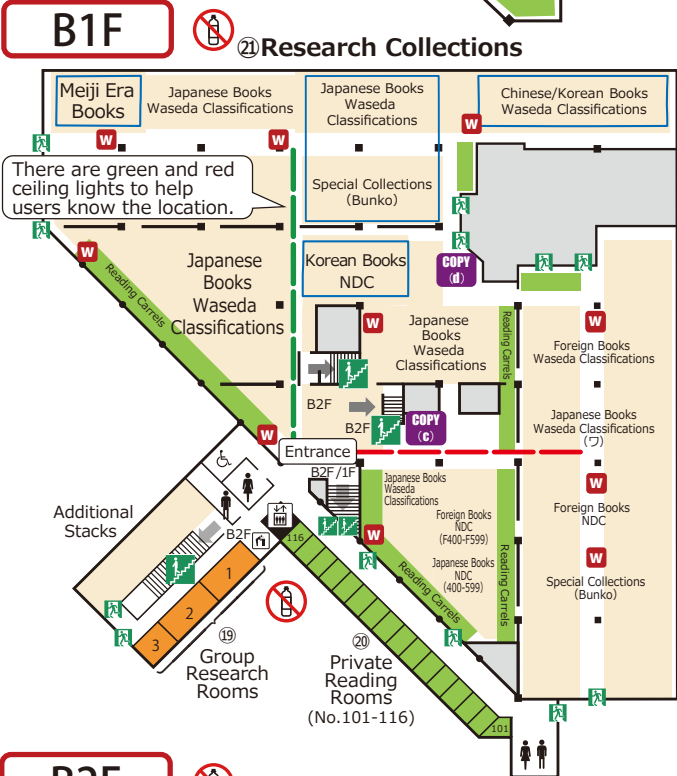
Faculty and staff, graduate students, Professor Emeritus, and green library card holders can use. Pick up the key from the key box (Location: Inside the gate of the 1st floor research library)

➔ For details, see User Guide Series No.10

㉑ 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)
- Takata Library Books
Japanese Books Transferred from Takata Library.



For detailed guides and maps, please refer to the "User Guide Series" on the library website.
Service Hours: User Guide Series No.25, Library News Page



User Guide Series

◆ 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	○	×	×	×	○	×	○	○	×	○	×	×

*1 Copy cards are available for "1,000 yen / 105 points" and "2,000 yen / 213 points".
*2 2,000 yen copy cards are only available at 2F-B.

◆ Library Rules and Guidelines

- * 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. Following these rules helps protect our materials and facilities and prevents damages. Thank you for your cooperation!
- * For your security, please keep your valuables with you at all times.
- * 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.

