



Borrowing Rules

User Guide No.2-E
Waseda Univ. Library
Feb. 1st, 2018

The following rules apply to the Central Library, the Campus Libraries (Takata, Toyama, Science and Engineering, Tokorozawa), the Student Reading Rooms (Political Science and Economics, Law, Education, Commerce & SILS, Social Sciences), the Japanese Language Students' Reading Room, and the Theater Museum Library. For more information on borrowing and returning, please refer to "Borrowing, Returning, Renewing, and Holding (<http://www.wul.waseda.ac.jp/Services/borrowing-e.html>)."

Number of materials you can borrow

Number of materials you can borrow (total)	Undergraduates	Graduates	Faculties & Staffs
	15	30	60

- All the loans from the libraries listed on the top of this document are counted.
- Within the number above, you can borrow up to 5 materials from the Student Reading Rooms (Political Science and Economics, Law, Education, Commerce & SILS, Social Sciences).
- Within the number above, you can borrow up to 10 materials from the Japanese Language Students' Reading Room.
- Within the number above, you can borrow up to 10 Japanese materials and 10 foreign materials from the Theater Museum Library. Please note that undergraduates cannot borrow the materials from the Theater Museum Library except when the loan is for writing graduation thesis. For more information, please visit the "User Guide to the Theater Museum Library (<http://www.waseda.jp/enpaku/visitor/washo.html> *Japanese only)."

Borrowing Period

Library	Undergraduates	Graduates	Faculties & Staffs
Central Library	General Books: 14 days Research Books (Japanese): 14 days Research Books (Foreign): 30 days	General Books: 14 days Research Books (Japanese): 30 days Research Books (Foreign): 30 days	General Books: 14 days Research Books (Japanese): 60 days Research Books (Foreign): 60 days
S. Takata Memorial Research Library	Cannot borrow	30 days	60 days
Toyama Library	Research Books: 14 days General Books: 14 days	Research Books: 30 days General Books: 14 days	Research Books: 30 days General Books: 14 days
Sci. & Eng. Library (Student Reading Room)	30 days (Student Reading Room: 14 days)	60 days (Student Reading Room: 14 days)	60 days (Student Reading Room: 14 days)
Tokorozawa Library	14 days	30 days	30 days
Student Reading Rooms (Political Science and Economics, Law, Education, Commerce & SILS, Social Sciences)	14 days	14 days	14 days
Japanese Language Students' Reading Room	14 days	14 days	14 days
Theater Museum Library	Faculty referral required	30 days	30 days

Holds, Penalties, and Renewals			
Number of holds that can be placed	Undergraduates	Graduates	Faculties & Staffs
	15	30	60
Penalty points and suspension period of library privileges	Library privileges are suspended for 14 days every 50 points (Penalty points: 1 point per overdue material per day)		
Times of Renewal	Twice /Renewal period: From 5 days before the due date to the very day of the due date		

- Services for Art & Architecture School students, Waseda University Senior High School and Honjo Senior High School students are the same as those for undergraduates. Please note that these users cannot borrow materials from the student reading rooms (Political Science and Economics, Law, Education, Commerce & SILS, Social Sciences) and the Japanese Language Students' Reading Room.
- Services for library card (Blue) holders are the same as those for graduate students. Please note that these users cannot borrow materials from the student reading rooms (Political Science and Economics, Law, Education, Commerce, Social Sciences) and the Theater Museum Library. Materials located in SILS Students' Reading Room and Japanese Language Students' Reading Room can be checked out.
- Services for library card (Green) holders are the same as those for faculty members.

Borrowing Books

Please show your ID or library card at the circulation desk to borrow books. The loan periods and the number of the books that can be borrowed vary depending on the user's status.

Returning Books

Library materials must be returned to the circulation desk by due date to complete returning procedure.

***Return Anywhere Service**

Books checked out from the central library, campus libraries, and student reading rooms on Waseda Campus can be returned to any of these libraries.

***Overdue Penalty**

If a borrower does not return the material by the due date, the borrower receives one penalty point per day per item. When penalty points reach 50, borrowing privilege will be suspended for 14 days. Please note that when your privilege is suspended, you cannot borrow books at all of Waseda libraries.

Renewal at Circulation Desk

If no holds are placed on the item you checked out, you can renew the item at the circulation desk when you return it. Please see **"*Return Anywhere Service"** to find the libraries and the reading rooms where renewal service at circulation desk is available.

E-mail Notices from Library

For Waseda Students, Faculties and Staffs, the notices from the libraries are sent to their Waseda Mail e-mail addresses. For those who have a library card, the notices are sent to the e-mail address they registered when they applied to the library card.

***Due Date Reminder**

5 days before the due date, a reminder is automatically sent to the Waseda Mail or the registered e-mail address. The subject line of the message is "Information from the Library." Users can renew the borrowing period from 5 days before the due date to the very day of the due date.

***Notice of the Return of the Item You Placed a Hold**

When the item you placed a hold is ready to pick up, a notification is automatically sent to your e-mail address. Please pick up the item at the library where the item is stored. Please tell the library staff that the item you placed a hold is on the hold shelf. The hold is valid for a week. After the period, the hold on the book is cancelled.

***Notice for Overdue items**

If a user does not return the book by the due date, notices are sent to the user's Waseda Mail or registered e-mail on the next day of the due date, 7 days after the due date and 14 days after the due date.

Renewals / Hold

Please refer to User's guide series No. 4-E "View Your Records" and No. 5-E "Holds/Request."

Liability for Lost and Damaged Books

Please report to the reference desk immediately if you lose or damage the material you checked out. The user who lost or damaged library materials must replace them or pay compensation in accordance with library rules.