



Using the Research Collections

Central Library, B1 & B2 Floor

User Guide No.9-E

Waseda University

Library

December 5, 2025

The books in our research collections are shared assets of the entire university and are to be preserved for future generations. If you lose or damage a book, you will be fined an amount equivalent to the cost to replace the book or its estimated value. Many of these valuable works cannot be replaced, so please handle with extra care.

1. Before entering the research collection

(1) Place your bags and personal belongings in a locker (You cannot bring personal belongings into the research collection floors.)

- Place your bags and personal belongings in a locker, and your umbrella in the umbrella stand.
- Use the locker rooms on the second or third floors if the lockers or umbrella stand are full.
- Show the books you are bringing into the research collections to the staff. You cannot bring third-floor newspapers or magazines or second-floor reference books into the research collections.

(2) Use your ID/ library card to enter from the entry side of the gate.

- Use your user card (student ID, faculty/staff ID, or library card) to enter from the entry side of the gate (wearing the user badge is no longer required from 2025.3.27). When exiting, use the exit side of the gate (no card operation required). Only a fixed number of people are allowed into the research collections at any one time. Please wait for another user to leave before entering if the limit is reached.

Note: Only Faculty and staff, graduate students, Professor Emeritus, and green library card holders are able to apply to use Private reading rooms or Group Research rooms.

Request: Using the books on the auto book stack on the B1 floor disturbs other users. After picking out the necessary book, please exit from the auto book stack as soon as possible.

2. Borrowing materials

- Use the Self-Checkout Machine with the books and your user card, or ask at the research collection desk.
- Read the “Borrowing Rules” (<https://www.waseda.jp/library/en/services/borrowing/loan-rules/>) on the number of books and duration that can be borrowed, etc.

3. Returning materials

Materials can be returned at the check-in counter on 1st and 2nd floor of the Central Library, Campus Library(Takata, Toyama, Science & Engineering, Tokorozawa) and Student Reading Room on Waseda campus. For faculty/staff, returning materials can be made at the School Library he/she belongs to. For more detail, please read "Return Anywhere Service" on the Library website.

(<https://www.waseda.jp/library/en/services/borrowing/>)

4. Browsing materials

- Please use the carrels in the research collections, Commons (Research) or the study space (Quiet Area) on the first floor to browse research collection materials. Put the books back in the nearest return rack after you have finished with them. (Library staff is in charge of returning books to the shelves.) However, return “free reference” dictionaries and other materials to their original locations by your own.
- You must complete borrowing procedures before taking a research book from the research collection floors. If you do not have borrowing privileges, you must complete an in-library usage form to take materials to the second floor or elsewhere in the library. Please ask at the research collections desk.

5. Copier

- You can only copy research books at the research collection copiers.
- Copiers can be used until 20 minutes before closing time. When there are people waiting for the copiers, each person is limited to making 20 copies at a time.
Color / B&W copiers: 1F, B1F, B2F
Coin-operated copiers: 1F, B1F
Vending machine for a copy card (1000yen/1000 yen bill is only accepted): 2F(New bills available), B1F, B2F

6. Call numbers and shelving locations

- Research books and materials acquired before April 1991 are sorted by the Japanese Iroha system for Japanese titles and alphabetically for foreign language titles (Waseda Classification). Research books and materials acquired after April 1991 are sorted according to the Nippon Decimal Classification (NDC). Foreign-language books sorted by NDC have an "F" prefix in their call numbers. (Note that foreign-language books sorted by the Waseda Classification system also have letters in their call numbers.)
- In Research Collections area, Chinese books and the books transferred from other libraries are also shelved. Please refer to the map in the area on which the explanation of the classification system used to sort the books and the locations of the books are indicated.
- Call numbers shown on WINE are padded with zeros.

Language	Japanese title	Foreign-language title	
Call number in WINE	^ 05 00023 2 (Waseda)	911.1 00145 (NDC)	FE 09486 (Waseda)
Actual Label			

7. Special materials

○Materials located at the Auto Book stack

There are materials showing "CENTRAL LIB-1F Research Collections Desk:Automated Book Storage" as their locations on WINE. When you wish to use them, show the bibliographic information on the material through WINE terminal in the Central Library. Press "Request to Retrieve", then follow instructions. These materials are handled as "Research books and materials" in borrowing.

○Materials published in Meiji Period

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 Collection Desk*. Materials in microfilm format can be requested from the Microforms/Photographic Service on the 4th floor of the Central Library. The index and table of contents can be found in "Meiji ki kannkoubutu shuusei <gengo/bungaku> soumokuroku 1.2" (The Corpus of Publications in Meiji Period 1.2).

*Request for Browsing: closes 90 minutes before the library closing time.

*Request for Photocopying: closes 60 minutes before the Microforms & Photographic Service Room closes. Not available on Sundays.

○Collections (Special collections)

Part of research books and materials are designated as "Special collections" and distinguished from other research materials. For more information, please read "Special Collections" on Waseda University Library Website.

○ Central Library 1F, Closed book stack G

If you wish to use the books and materials located in the closed book stack, please consult at the Research Collection Counter. Yearbooks and name lists cannot be checked out. Making a photocopy of them is also prohibited.