



Private Reading Rooms

Central Library, B1 & B2 Research Collection

User Guide No. 10-E

Waseda University

Library

December. 5, 2025

There are 43 private reading rooms in the research collections: 16 rooms on B1 for faculty and staff, and 27 rooms on B2 for graduate students. Below are the general provisions on their use.

Who can use the private reading room

Faculty and staff, graduate students, Professor Emeritus, and green library card holders

How to use a private reading room

Use the “key box” located inside the research collection gate on the first floor to receive a room key. You need your ID card (faculty member card or student card) or library card for a room key. If you are a Professor Emeritus, please inform the staff at the Research Collections Desk before using the room.

Private reading room hours

Vacate the room 30 minutes before the library closes. Ensure the room is locked before returning the key to the “key box”. Private reading room is available until 9:30pm on Weekday and Saturday during regular service hour. The hours vary during certain times of the year. Please check with service hour information.

Usage period

You may only use a private reading room for the current day. Please be sure to return the key when you exit the research collection.

Using your own computer

You may use your own computer in a private reading room. If possible, leave the computer’s case in a locker. If your computer is in a case, we will have to check the inside when you leave. Wireless LAN is also available. For more details, please read “User Guide No.6-E Wireless Access – Central Library –”.

Usage rules



1. Using your laptop or touch devices are allowed. Please mute these devices or set silent mode, or put on earphones to avoid making noise. Chatting, using telephone and photocopying by your own recording devices such as camera, smartphone or scanner are prohibited in the reading room. Eating, drinking, and smoking are prohibited in all parts of the B1 & B2 Research Collections area.
2. Only one person per room. Making voice or loud noise are prohibited. Please mind courtesy manner not to disturb other users.
3. A book truck for carry research collections is available. Please return it to the reading room after using.
4. Return the materials used in the reading room to a return rack in the collections. Do not leave them on a book truck in the reading room.
5. Always lock the door if you leave the room even momentarily. Do not leave valuables unattended in the room.
6. When leaving the room, close the window, raise the blind, and turn off the air conditioner.
7. Please be sure to return the key when you exit the research collection.
8. If you lose the key, you will be charged for the replacement of the room key (3,000 JPY).