User Guide No. 12-E
Waseda University
Library
October 1st, 2026

Microforms/Photographic Services
Central Library, 4th Floor

Services Available

1. Browse and print microforms stored in the Copy and Microform room.
2. Request copying of library materials
   - Business hours: 9:00 a.m. to 7:00 p.m. (5:00 p.m. on Saturdays) *Closed Sundays and public holidays
   - Orders taken from 9:00 a.m. to 6:30 p.m. (4:30 p.m. on Saturdays)

   *Note that service hours change during the summer, winter, and spring breaks and during entrance exam terms

Copying and Photo Reproduction Services

We provide the services by specialized staff. All the visitors who want to make copy and photo should make sure to order it. Waseda University Library members can make copy by themselves using copy machines in library.

- All copying and photographic work is done by library staff.
- We can provide services for normal 100-percent copying, enlargements or reductions, and both side printing.

Rules on copying and photo reproduction services

- We only copy or make photo reproductions of materials belonging to the library.
- Copying and photo reproductions are restricted under the Copyright Act and Library Regulations. Ask library staff for details.
- The applicant bears all copyright liabilities and other related liabilities. This service is provided for research purposes only.
- If it is not possible to photocopy on a copier due to the size or damage to the work, we will refuse the request or make a photo reproduction.

Fees [tax included]

	Library Member	Visitor
B&W copy (A3, A4, B4, B5)	20yen / a page	60yen / a page
Full-color copy (A3, A4, B4, B5)	60yen/ a page	200yen / a page

Payment can be made using one of the following methods (please note that copy cards cannot be used).
If you choose bank transfer, we will issue an invoice. If there are any specific requirements regarding the information to be included on the invoice, please let us know in advance.

・Payment at the counter (cash or cashless payment)
・Internal university budget transfer
・Bank transfer

*Ask at the desk (in the room) for other fees and payment methods.

What are Microforms?

Photographing original texts and putting them on film makes it possible to store materials more compactly and preserve them for more years. And by putting originals on microforms, it is possible to browse materials in the library that otherwise would be impossible, such as rare books or materials held by organizations in other parts of the country or the world. Microforms that come in a reel are called microfilms, whereas individual flat forms are called microfiches.

Finding and Browsing Microforms

- You can look for microforms by using the card catalogs and catalog books in the fourth floor Microforms/Photographic Services. Look for Japanese and Chinese works by title and for Western works by author or title. Some microforms can be searched on WINE(https://waseda.primo.exlibrisgroup.com/).
- Write the call number on the application slip and hand it to the staff, who will retrieve it for you.
  *Ask for microforms of journals and newspapers at the third floor periodicals desk.

Fees [tax included]

Microforms cannot be checked out. Print the microform on the printer attached to reader in the reading room.

	Library Member	Visitor
B4, A4, B5	15yen / a page	30yen / a page
A3	30yen / a page	60yen / a page

Payment can be made using one of the following methods (please note that copy cards cannot be used).
If you choose bank transfer, we will issue an invoice. If there are any specific requirements regarding the information to be included on the invoice, please let us know in advance.

・Payment at the counter (cash or cashless payment)
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Use of Non-Library Microforms *Only Waseda members, including Alumni

You may use your own microform materials for research purposes only. The user bears all liabilities for the use of the materials. Use is only permitted when the room's facilities are available. Ask library staff for details.