



AV Room

Central Library, 4th Floor

User Guide No. 13-E
Waseda University Library
July 3rd, 2023

The AV room has listening booths for CDs, records, and other audio materials from all genres — such as classical, traditional Japanese, jazz, talks, theatrical plays, and *rakugo* story telling — and viewing booths for video disks, video tapes, DVDs, and other video materials including movies, music, documentaries, and valedictorian lectures. The AV materials cannot be checked out.

The AV Room is open to the following users: Members of Waseda University, Library card holders, and Alumni. *Not open to visitors and users from cooperative agreement libraries.

AV Booth Hours

	Video materials	Audio materials
Monday – Friday	9 a.m. to 6 p.m.	9 a.m. to 6:30 p.m. (materials can be used until 6:50 p.m.)
Saturdays	9 a.m. to 4 p.m.	9 a.m. to 4:30 p.m. (materials can be used until 4:50 p.m.)
Sundays	Closed	

*Note that service hours change during the summer, winter, and spring breaks and during entrance examination times

How to Use the AV Booths

	Audio materials	Video materials
1	Find the materials you want with WINE, the card catalog, or the catalog book	Find the materials you want with WINE or the catalog book
2	Fill out the application slip (yellow)	Fill out the application slip (white)
3	Ask for the materials at the desk	
4	Exchange your user card (student card, etc.) for the materials and a power card	
5	Go to the booth specified by the library staff	
6	Follow the instructions at the booth and use the devices properly	

Rules

- Recording, filming, or photographing the materials is prohibited.
- There is a delivery system for LP records. Follow the library staff's instructions.
- Reservations are needed for groups of three to six people. Read the Guide to Using the Group Viewing Room at the AV room desk.
- If you have any questions, feel free to ask at the AV room desk.