Group Research Rooms

User Guide No. 29-E
Waseda University Library
April 15th, 2026

There are 3 group research rooms in the research collections area on B1 level. Please follow the rules below when using them.

- The rooms are intended for group research activities with the use of library materials. Please do not use the rooms for other purposes such as self-study, regular classes, seminars, workshops, etc.
- The limit of use is 2 consecutive/nonconsecutive classes per week. It is prohibited for the same group to reserve more than this limit with different representatives.
- It is not allowed to invite non-applicants or non-qualified users of the library to enter the room.
- Compensation will be charged for any damage or loss of any items in the room.
- In case of unauthorized use in violation of the rules, the users will be asked to leave the room immediately and may lose the right to use the room in the future.
- Please always follow the instructions from the library staff.

◎Eligibility

- The representative (who can make a reservation): Faculty and staff, graduate students, Professor Emeritus, and green library card holders.
- Accompanies (who can use the room with a representative): Faculty and staff, graduate students, undergraduate students, Professor Emeritus, Green/Blue/Red library card holders and alumni.
- *The room designed for 2 to 6 users (It is not allowed for a single person to occupy a room).

◎HOW TO USE

- Advance reservation by a representative is recommended.
- In exchange for your Waseda ID Card/ Professor Emeritus Card/ Library Card (Green), you will receive a room key at the Research Collections Desk on the 1st floor.
- Visiting without booking is also possible if a room is available.

◎RESEVATION/CANCELLATION POLICY

- Reservations can be made one week in advance to the day of use.
- Reservation slots are limited to 2 consecutive/nonconsecutive classes per week.
- Extending another 1 slot if the next slot is available. Please consult at the Research Collections Desk (1F) 10 minutes before the end of your use.

*It is strictly prohibited for the same group to reserve more than two consecutive slots, which is the limit of use, with different representatives.

*Please be sure to cancel your reservation if you don't need it. Your reservation will be cancelled automatically if you are late for more than 10 minutes.

◎HOW TO MAKE OR CANCEL A RESEVATION

Please check room availability from the calendar below and make a reservation by the representative.
Reservation Calendar of B1 Group Research Room at Central Library

・Faculty and staff, graduate students
→Visit above reservation calendar. (Log-in by Waseda ID is required.) An e-mail will be sent when the reservation is complete. Cancellations can also be made from the link in the e-mail.

・Professor Emeritus, Green library card holders
→Call Information Desk: 03-3203-5581.

◎AVAILABLE HOURS

- The last use of the day is 30 minutes before the library closes.
- Lock the room and return the key to the Research Collections Desk (1F), 5 minutes before the end of your reservation. Please don't return the key between classes (e.g. 10:30-10:40).
- The available time slots vary on Sundays, public holidays, and university vacations.

▼Possible Reservation Patterns▼ Time slots are assigned based on the university's class periods.

	9:00-10:30	10:40-12:20	12:20-13:10	13:10-14:50	15:05-16:45	17:00-18:40	18:55-21:30
	1st period*	2nd period	Lunch break**	3rd period	4th period	5th period	6・7th *** periods
A	●	●	▲Extendable				
A		●	●	▲Extendable			
A			●	●	▲Extendable		
A				●	●	▲Extendable	
A					●	●	▲Extendable
A						●	●
B		●	▲Extendable	●	▲Extendable		

* Rooms are available from 9:00 a.m., according to the library's opening hours.
** There is no extra time before and after lunch break. Be sure to return the key 5 minutes before your reservation ends.
*** The last time slot is for the 6th and 7th periods.

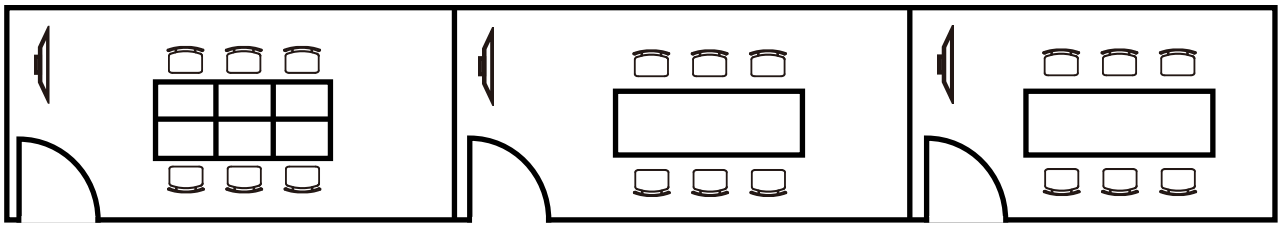
◎BRINGING YOUR LAPTOP

You can bring your own laptop and other devices to use in the room. You are advised to deposit the sleeves, cases, and other accessories in a locker. Otherwise, they will be examined at the Research Collections Desk when you exit the room. Wireless internet access is available in the room. For more details, please read " User Guide No.6-E Wireless Access -Central Library-" .

◎NOTES

1. Although the room is intended for discussion of research activities, please be considerate of other users in rooms and Private Reading Rooms. DO NOT make a loud noise or talk in a loud voice when the discussion heats up.
2. Using your laptop and touching keyboards is allowed but please don't play sound over the speakers. Please mute these devices or put on earphones. Scanning or copying library materials by your own devices such as camera, smartphone or scanner are prohibited in the library. Eating, drinking, and smoking are prohibited in all places of Research Collections Area.
3. A book truck is available in the room for transporting library materials. Please return it to the room after use.
4. Return the books and materials to the "return cart" or the shelves in the Research Collections Area. Do not leave them on the book truck or in the room.
5. It is not allowed to leave the room during your reservation. If you need to leave the room unoccupied for a while, please finish your use of the room and return the key.
6. The representative should return the key to the Research Collections Desk 5 minutes before your reservation ends.
7. Before you exit, please make sure the window is closed. Roll up the window shade, and turn off the AC. Please return all the items in the room to their original locations. Thank you.
8. If you lose the key, you will be charged for the replacement of the room key (3,000 JPY).

Group Research Rooms Layout

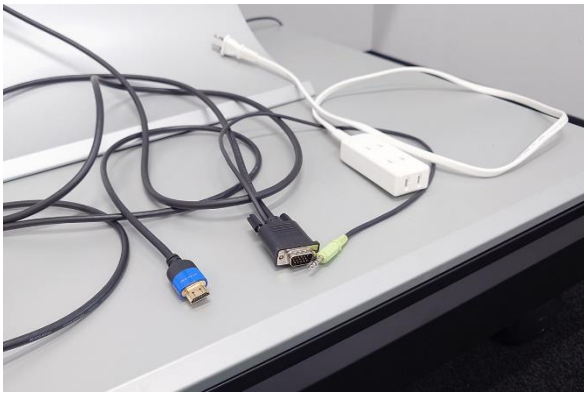


Group Research Room 1　　Group Research Room 2　　Group Research Room 3

Group Research Rooms Equipment

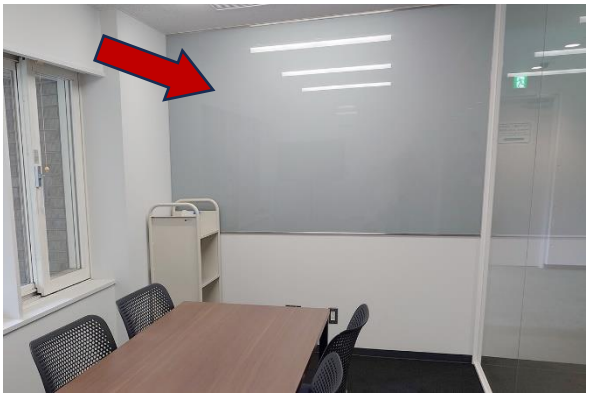
①Large Monitor (Same Model in All Rooms)

Remote Control Available



Connecting Cables (HDMI and D-sub Ports)

②Glass Color Whiteboard (Each Room)



Markers on Book Truck

③Wall Power Outlet Below the Whiteboard

No Extension Cords Available