



AV Room

Central Library, 4th Floor

User Guide No. 13-E

Waseda University

Library

December 1st, 2013

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 of music, movies, documentaries, and valedictorian lectures. Only library members can use audio and video materials. Materials cannot be taken off library premises.

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 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

- There is a delivery system for LP records. Follow the library staff's instructions.
- Dubbing materials is prohibited by the Copyright Act.
- Reservations are needed for groups of three to six people. Read the Guide to Using the Group Viewing Room at the AV room desk.
- See the new acquisitions file (red) for newly acquired materials.
- If you have any questions, feel free to ask at the AV room desk.