



## Information for

# Visitor with Letter of Introduction

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### **I. Using of Waseda University Library**

Waseda University Library is not open to the public. The library is available for visitors who are doing research and who wish to use specific books and other materials owned by the library, which are unavailable at other libraries.

Waseda University Library does not accept inquiries from individual users regarding book collections or usage services. So please contact us via your university or institution's library or public library.

### **II. Letter of Introduction**

A letter of introduction issued by the library of the university / institution you belong to is required to use Central Library. If you wish to use our library more than two days, please prepare letters of introduction as many as the days you intend to use.

\*For librarians outside of Japan: Please ask us about a number of letters in advance.

### **III. One-day User Card**

Your ID and the letter of introduction will be required at Information Desk next to the entrance gate on the 2nd floor, Central Library. Instead of submitting the letter, One-day User Card will be issued. You will be required to show the card for Research Collections Area and Bound Periodical Collections Room, or when you receive library services, so please keep it with you during you are in the library. And please make sure to return the card to Information Desk, when you leave the library. For a temporary leaving (e.g. lunch break), please ask at Information Desk before you exit. If your research at Waseda takes time and you need to use our library more than you expected, consult at Help Desk on the 2nd floor.

### **IV. Photocopy**

A visitor with Letter of Introduction is not allowed to make photocopies by oneself. So please ask at Microforms / Photographic Service Desk on the 4th floor. For materials located in Research Collections, Bound Periodical Collections Room, please ask a staff at the nearest desk. The service will be provided in compliance with the copyright law.

**Reception Hours, Microforms/ Photographic Service Desk: Weekdays 9:00 am – 6:30 pm**

\*The reception hours of Saturday for a visitor who is allowed to use on Saturday are 9:00 am – 12:30 pm

\*The above hours are only for a visitor with a letter of introduction.

\*The hours may be changed by the university calendar, so please make sure the particular date by our WEB site.

**Outline of Copy Fee: B&W: 60 yen per page, Full-color: 200 yen per page**

\*Paper Size: A3, A4, B4, B5

\*For details, please ask to Microforms/ Photographic Service Desk.

### **V. Notes**

1. Please confirm how to use the materials, the status of them and your status as a user, in advance.
2. A location of materials can be identified by Call Number which can be found on the online catalog, "WINE". Please be noticed it might take a time to reach the materials depending on the location of them in whole Waseda University.

**If you have any questions, please feel free to ask a library staff.**