

Internal Regulations Regarding Special Borrowing Privileges for Undergraduate Students

Aims

Article 1

These regulations set out the rules regarding the exceptional borrowing privileges mentioned in paragraph 3, Article 2 of “The Rules Regarding the Use of the S. Takata Memorial Research Library.”

Application

Article 2

Undergraduate students of Waseda University (hereafter “the University”) who seek continuous use of S. Takata Memorial Research Library (hereafter “the Library”) for writing seminar papers / senior theses, preparing graduate school applications, or for other curricular/extracurricular research can apply for Special Borrowing Privileges for Undergraduate Students (hereafter “Special Borrowing Privileges”) with an introduction from their advisers, who should be tenured faculty or faculty without tenure of the University.

¶ 2

To apply for Special Borrowing Privileges, undergraduate students must submit an application to the Library themselves.

¶ 3

Advisers must cooperate with the Library if students they introduce cause any problems at the Library, such as not returning borrowed materials and not replacing materials they damaged or lost.

¶ 4

Applications must be approved by the chairperson of S. Takata Memorial Research Library Steering Committee (hereafter “the Steering Committee”).

Use

Article 3

Undergraduate students granted Special Borrowing Privileges (hereafter “Special Borrowers”) can enter the Library by presenting their student ID cards and their Special Borrower’s Cards that are issued by the Library.

¶ 2

Special Borrowers can borrow materials, except for library-use-only materials, for thirty days. Extended loan periods are applied during the summer break.

¶ 3

Regarding the number of materials that can be borrowed, the “Borrowing Rules” for undergraduate students will be applied.

¶ 4

Library materials can be returned to the Library counter, the Library’s book return box, and also to other libraries of the University; however, they can be checked out only at the Library counter.

¶ 5

Special Borrowers can use all the facilities of the Library except the group study rooms and the faculty reading room.

¶ 6

Special Borrowers cannot reserve or renew Library materials.

Period of Use

Article 4

Special Borrowing Privileges are valid, at the longest, until Mar. 31 of the academic year in which the application is approved. If Special Borrowers are graduating in the year they apply, the following periods are applied:

- Graduating in March -- Jan. 31
- Graduating in September -- Jun. 30

¶ 2

If Special Borrowers are going on to one of the graduate schools of the University, the periods of use for graduating students in the preceding paragraph can be extended to Mar. 31 and Sep. 20 accordingly.

¶ 3

Extension of the periods of use cannot be requested if the students have overdue materials or damaged/lost materials that they have not replaced.

¶ 4

After the end of the period of use, students may re-apply for Special Borrowing Privileges for the next academic year.

However, students may not re-apply if they have overdue materials or damaged/lost materials that they have not replaced.

¶ 5

Special Borrowing Cards must be returned to the Library when the period of use finishes.

Suspension of Use

Article 5

The chairperson of the Steering Committee can suspend Special Borrowing Privileges when the following cases occur:

- Special Borrowers do not follow these regulations and other rules of the Library.
- Special Borrowers disturb other users' study, research, and use of the Library.

Miscellaneous Regulations

Article 6

The approval of the Steering Committee is required to change or abolish these regulations.

Supplementary Regulations

These regulations shall come into effect as of July 1, 2017.