



# Using the Research Collections

## Central Library, B1 & B2 Floor

User Guide No.9-E

Waseda University

Library

April 1st, 2020

The books in our research collections are shared assets of the entire university and are to be preserved for future generations. If you lose or damage a book, you will be fined an amount equivalent to the cost to replace the book or its estimated value. Many of these valuable works cannot be replaced, so please handle with extra care.

### **1. Before entering the research collection**

- (1) Place your bags and personal belongings in a locker (You cannot bring personal belongings into the research collection floors.)
- Place your bags and personal belongings in a locker, and your umbrella in the umbrella stand. (Be sure to bring a 100-yen coin to lock your umbrella in the stand. The 100-yen coin will be refunded.)
  - Use the locker rooms on the second or third floors if the lockers or umbrella stand are full.
  - Show the books you are bringing into the research collections to the staff. You cannot bring third-floor newspapers or magazines or second-floor reference books into the research collections.

(2) Show your ID/ library card and put on a user badge

- Show your user card (student ID, faculty/staff ID, or library card) at the research collection desk and put on a user badge. Wear the badge at all times while on the research collection floor and return it to the desk when exiting the research collection (unless you are going to the first floor lockers). Only a fixed number of people are allowed into the research collections at any one time. Please wait for another user to leave before entering if the limit is reached.

Note: Only graduate students and faculty members are permitted to use Private reading rooms or Group Research rooms.

Request: Using the books on the auto book stack on the B1 floor disturbs other users. After picking out the necessary book, please exit from the auto book stack as soon as possible.

### **2. Borrowing materials**

- Take the books and your user card to the research collection desk.
- Read the "Borrowing Rules" (<https://www.waseda.jp/library/en/services/borrowing/loan-rules/>) on the number of books and duration that can be borrowed, etc.

### **3. Returning materials**

Materials can be returned at the check-in counter on 1<sup>st</sup> and 2<sup>nd</sup> floor of the Central Library, Campus Library(Takata, Toyama, Science & Engineering, Tokorozawa) and Student Reading Room on Waseda campus. For faculty/staff, returning materials can be made at the School Library he/she belongs to. For more detail, please read "Return Anywhere Service" on the Library website.

(<https://www.waseda.jp/library/en/services/borrowing/>)

### **4. Browsing materials**

- Please use the carrels in the research collections, Commons (Research) or the study space (Quiet Area) on the first floor to browse research collection materials. Put the books back in the nearest return rack after you have finished with them. (Library staff is in charge of returning books to the shelves.) However, return "free reference" dictionaries and other materials to their original locations by your own.
- You must complete borrowing procedures before taking a research book from the research collection floors. If you do not have borrowing privileges, you must complete an in-library usage form to take materials to the second floor or elsewhere in the library. Please ask at the research collections desk.

## 5. Copier

- You can only copy research books at the research collection copiers.
- Copiers can be used until 20 minutes before closing time. When there are people waiting for the copiers, each person is limited to making 20 copies at a time.


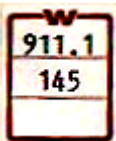


**Color / B&W copiers:** 1F, B1F, B2F

**Coin-operated copiers:** 1F, B1F

**Vending machine for a copy card** (1000yen/1000 yen bill is only accepted): 1F, B1F, B2F

## 6. Call numbers and shelving locations

- Research books and materials acquired before April 1991 are sorted by the Japanese Iroha system for Japanese titles and alphabetically for foreign language titles (Waseda Classification). Research books and materials acquired after April 1991 are sorted according to the Nippon Decimal Classification (NDC). Foreign-language books sorted by NDC have an "F" prefix in their call numbers. (Note that foreign-language books sorted by the Waseda Classification system also have letters in their call numbers.)
- In Research Collections area, Chinese books and the books transferred from other libraries are also shelved. Please refer to the map in the area on which the explanation of the classification system used to sort the books and the locations of the books are indicated.
- Call numbers shown on WINE are padded with zeros.

Language	Japanese title		Foreign-language title	
Call number in WINE	^ 05 00023 2 (Waseda)	911.1 00145 (NDC)	FE 09486 (Waseda)	F302.3 00027 (NDC)
Actual Label				

## 7. Special materials

○Materials located at the Auto Book stack

There are materials showing "CENTRAL LIB-1F Research Collections Desk:Automated Book Storage" as their locations on WINE. When you wish to use them, show the bibliographic information on the material through WINE terminal in the Central Library. Press "Request to Retrieve", then follow instructions. These materials are handled as "Research books and materials" in borrowing.

○Materials published in Meiji Period

Materials published in Meiji Period are located separately from general research collections to preserve original works. For those who wish to use them, please consult at the Research Collection Counter. If the materials is available as a form of microfilm, please go to the Microforms/Photographic Service on 4<sup>th</sup> floor of the Central Library. For the material contents these are already microformed, please refer "Meiji ki kannkoubutu shuusei <genko/bungaku> soumoku roku 1.2" ( The Corpus of Publications in Meiji Period 1.2).

○Collections (Special collections)

Part of research books and materials are designated as "Special collections" and distinguished from other research materials. For more information, please read "Special Collections" on Waseda University Library Website.

○ Central Library 1F, Closed book stack G

If you wish to use the books and materials located in the closed book stack, please consult at the Research Collection Counter. Yearbooks and name lists cannot be checked out. Making a photocopy of them is also prohibited.