



Private Reading Rooms

Central Library, B1 & B2 Research Collection

User Guide No. 10-E

Waseda University

Library

April 1st, 2020

There are 43 private reading rooms in the research collections: 16 rooms on B1 for faculty and staff, and 27 rooms on B2 for graduate students. Below are the general provisions on their use.

Who can use the private reading room

Full-time faculty and staff, graduate students, and green library card holders

How to use a private reading room

Ask to use a private reading room at the research collection desk on the first floor. You must exchange your ID card (faculty member card or student card) or library card for a room key.

Private reading room hours

Vacate the room 30 minutes before the library closes. Ensure the room is locked before returning the key to the research collection desk. Private reading room is available until 9:30pm on Weekday and Saturday during regular service hour. The hours vary during certain times of the year. Please check with service hour information.

Usage period

You may only use a private reading room for the current day. The only exception is for full-time faculty and staff who request continued use of a private reading room. (See “Continued private reading room use for faculty and staff” below.)

Holding a private reading room

You can hold a private reading room for parts of a day to leave for lunch or to attend classes. Ask at the research collection desk if you wish to hold your room. When you leave, exchange your key for a Hold ticket.

Using your own computer

You may use your own computer in a private reading room. If possible, leave the computer’s case in a locker. If your computer is in a case, we will have to check the inside when you leave. Wireless LAN is also available. For more details, please read “User Guide No.6-E Wireless Access – Central Library –”.

Usage rules

1. Using your laptop or touch devices are allowed. Please mute these devices or set silent mode, or put on earphones to avoid making noise. Chatting, using telephone and photocopying by your own recording devices such as camera, smartphone or scanner are prohibited in the reading room. Eating, drinking, and smoking are prohibited in all parts of the B1 & B2 Research Collections area.
2. Only one person per room. Making voice or loud noise are prohibited. Please mind courtesy manner not to disturb other users.
3. A book truck for carry research collections is available. Please return it to the reading room after using.
4. Return the materials used in the reading room to a return rack in the collections. Do not leave them on a book truck in the reading room.
5. Always lock the door if you leave the room even momentarily. Do not leave valuables unattended in the room.
6. When leaving the room, close the window, raise the blind, and turn off the air conditioner.

Continued private reading room use for faculty and staff

1. You may use the same private reading room for up to one week. Ask at the desk when you first obtain the reading room.
2. Return the room key to the desk each day.
3. Do not leave materials or personal belongings in the room when you leave for the day.