

# Special Collections Room

## Guide for visitors/alumni

User Guide No.15-E  
Waseda Univ. Library  
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Fax: 81-03-5286-1761  
As of March 1<sup>st</sup>, 2020

### About Special Collections Room

We have special materials and rare book collections in this room. For the opening hours and days of this room, please see "Use of Special Collection Materials" on our website.

**You can use the original only for purpose of academic research.** So, if you need to see the original, please apply in official advance and come with a permit issued by us.

### How to apply for using

- Everyone who cannot enter the Central Library
  - ⇒ Please ask the library of your university or a public library near your home for the following procedures.
  - 1) Please provide the following information by mail or facsimile.
    - Applicant's name, affiliation, contact  
(Address, Telephone number or E-mail address)
    - Title of material and its call number
    - Purpose of use (Research title / theme and **necessity of viewing the original**)
    - Date and time applicant wishes to visit  
(Please let us know the possible date and time of 3 days or more.)
  - 2) When the request is approved, a letter of approval is sent to you via fax or post.  
So, please hand it over to the applicant.
  - 3) Please issue a letter of introduction for the applicant to enter our library, and give it to the applicant. Please refer to  
[https://www.waseda.jp/library/en/libraries/central/#accordion\\_17](https://www.waseda.jp/library/en/libraries/central/#accordion_17)  
for information on the letter of introduction.
- ★ If the applicant is a college student, a letter of introduction from his / her professor is also required, so please tell him about it.
- Everyone who can enter the Central Library (those who have an Alumni Association card, users from cooperative agreement libraries, etc.)
  - 1) Please apply at the counter of the Special Collections Room in advance.
  - 2) After checking the condition of the materials, we will issue a letter of approval.

3) If we can't allow you to view your request, we will contact you.

#### Notes

- 1) Please apply for more than 7 days (not including closed days) before the day you wish to browse.
- 2) We can only give you up to 30 materials per request.
- 3) You cannot make additional requests on the day of the visit.
- 4) Depending on the condition of the materials, we may not be able to accommodate your request.

#### Photocopy

- 1) **You should not shoot materials with your camera or copy them with a photocopier.**
- 2) If you want a copy of special materials or rare books, please consult and apply to the counter in this room.
- 3) You can apply for copying only to the minimum necessary extent.
- 4) You have to pay the predetermined cost for shooting.
- 5) Depending on the type of material and its condition, we may not be allowed to copy it.
- 6) We have individual restrictions on what media (paper, CD-ROM, DVD, etc.) the copy will be provided on and where the copy will be stored. ( In some cases, your university library, not yourself, must swear to hold a copy.)
- 7) If you want to copy any of the books in the Special Collections Reading Room, you must also apply.
- 8) **We do not offer photocopying services at non-visiting.**