



Group Research Rooms

User Guide No. 29-E
Waseda University Library
April 1st, 2020

There are 3 group research rooms in the research collections area on B1. Below are the general rules on their use:

- The rooms are intended for group research with library books/materials. Please note that other purpose uses are not allowed, e.g. self-study, constant use of class/seminar, workshop.
- It is prohibited to apply beyond the regulation limit of use, even if the group change the name of applicant.
- It is prohibited to get some people who is not written on the application form to attend.
- The library demands compensation for any damage or loss from the user in Groupe Research Room.
- If unauthorized use violating the regulations came light, the user may be disqualified immediately.
- In principle, instructions from library staff may have priority in the actual situation.

◎QUOLIFICATIONS OF USERS

Faculty and staff, graduate students, and green library card holders
The room designed for 2 to 6 users (Single occupancy is not allowed).

◎HOW TO USE

Apply at Research Collections Desk on the 1st floor. In exchange for your Waseda ID Card/ Library Card (Green), you will receive a room key.

Please note that the maximum usage time is 2 consecutive/nonconsecutive classes of Waseda University in a day, once a week.

◎RESEVATION

You can make a reservation at Research Collections Desk for the next 1 week. Please check a vacancy on the WEB site of Central Library.

<https://www.waseda.jp/library/libraries/central/>

◎CANCELLATION

You can cancel your reservation at Research Collections Desk or by telephone (Information Desk: 03-3203-5581). If you don't register at Research Collections Desk within 10 minutes after the start time, your reservation will be cancelled automatically.

◎GROUP RESEARCH HOURS

9:00 a.m. – 9:25 p.m. (According to Waseda time table. Please check the Class Patterns as below)

*The hour does not override the closing time of Central Library (Mind the open hours of the library).

*The room should be locked, and the key should be returned by representative person to Research Collections Desk (1F), 5 minutes before closing time of the reservation.

*The last user of a day must leave the room 30 minutes before the library closes.

*The maximum usage time is 2 consecutive classes in a day, once a week [Pattern A].

*Use of nonconsecutive classes in a day is also available [Pattern B].

*Lunchtime period is counted as one class.

*You can extend at most 3 classes in total, if the next class will be free 10 minutes before closing time of your reservation.

*It is strictly prohibited to apply beyond the regulation limit of use, even if the group change the name of representative for application.

▼ **Class Patterns** ▼

	9:00-10:30	10:40-12:10	12:10-13:00	13:00-14:30	14:45-16:15	16:30-18:00	18:15-19:45	19:55-21:25
	1st	2nd	Lunch*	3rd	4th	5th	6th	7th
A	●	●	▲ Extendable					
		●	●	▲ Extendable				
			●	●	▲ Extendable			
				●	●	▲ Extendable		
					●	●	▲ Extendable	
						●	●	▲ Extendable
							●	●
B		●	× (Other Users)	●	▲ Extendable			

※There are no break time before and after Lunchtime period.

◎ **BRING YOUR COMPUTER**

You can bring your own computer in Group Research Room. If possible, leave the computer's case in a locker before you register. Otherwise, it will be checked at Research Collections Desk when you leave. Wireless LAN is available at the room. For more details, please read "User Guide No.6-E Wireless Access -Central Library-".

◎ **NOTES**



1. Although the room is intended for discussion of researchers, please consider other users in Group Research Rooms and Private Reading Rooms. DO NOT make a loud noise or talk in a loud voice even the discussion heated up.
2. Using your laptop or touch devices are allowed only if they don't make a sound from speakers. So please mute these devices or put on earphones. Photocopying by your own recording devices such as camera, smartphone or scanner are prohibited in the library. Also Eating, drinking and smoking are prohibited in all places of Research Collections Area.
3. A book truck for carry research collections is available. Please return it to the Group Research Room after using.
4. After using the library books/materials, please return them to a return rack in Research Collections Area. Do not leave them on a book truck in Group Research Room.
5. It is not allowed to leave the room temporarily. To avoid making a situation of no one there in the middle of using time, please proceed for leaving.
6. Please return the key 5 minutes before the closing time of reservation at Research Collections Desk.
7. Thank you for your cooperation for restoration to the original state of the room.