

March 13, 2024
Waseda University Library

The trial start of a new service based on the Waseda-Keio library agreement
- Start of personal borrowing request and simplification of admission procedures-

From Monday, April 1, 2024, we will change the procedure for Waseda University full-time faculty and staff, and professor emeritus to borrow books of Keio University.

There are two ways to use this service: order books to Waseda University Library or visit Keio University Library. Please see below for details.

1. **Picking up books at Waseda University Library (personal borrowing request)**
2. **Visiting Keio University (admission and borrowing)**

1. **Picking up books at Waseda University Library (personal borrowing request)**

【Outline】

Full-time faculty and staff, and professor emeritus of Waseda University can borrow Keio University books by picking up them at Waseda University Library. You can apply for requests, check books you are borrowing, and renew due date by WINE.

You have been able to borrow books of Keio University by a library use ticket of Keio, but you do not need the ticket. It will no longer be issued. You can borrow books of Keio by Waseda ID card of faculty and staff, or professor emeritus.

【Service start date】

Monday, April 1, 2024

【Eligibility for service】

Full-time faculty and staff, including Research Associate, and professor emeritus of Waseda University

【How to borrow books】

①Log in [WINE](#).

②Search books by WINE. If you select “Library Catalog a E-Resources (SOKEI)”, you can also

search books of Keio University.

[▼Search Profile](#)

③If Keio holds it, “HOLDINGS IN KEIO” will appear at the book details. After you click “Keio holds this material (Click to check the holdings)”, details, location and so on, will be shown.

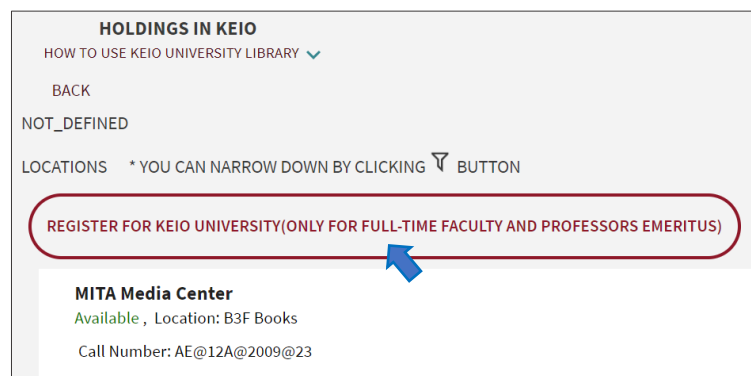
*If Waseda and Keio hold same book, please use the book held by Waseda as much as possible.



<Available materials for personal borrowing request>

Materials held by Mita, Hiyoshi, Science and Technology, Shonan Fujisawa, Pharmaceutical Sciences libraries, Keio University.

④If you click “REGISTER FOR KEIO UNIVERSITY (ONLY FOR FULL-TIME FACULTY AND PROFESSORS EMERITUS)”, “AGREE TO REGISTER” button will be show.



⑤After you confirm handling of personal information, please click “AGREE TO REGISTER” button only when you agree.

Regarding of handling of personal information by Waseda University, please check [this page](#).

*This screen will not be displayed after the first registration. If you do not agree, you cannot use the service.

By clicking the "AGREE TO REGISTER" button, you will be registered as a user of Keio University, and you will be able to request and borrow materials from Keio University through WINE.


Only full-time faculty/staff members and professors emeritus are eligible to register.

Please see [Using non-Waseda Libraries with Cooperative agreements](#), if you agree, please click the "AGREE TO REGISTER" button.

*You can use this function without registration from the next time onward.

*After registering, please click "Keio holds this material (Click to check holdings)" again and proceed to "Request". For details, please refer to [WINE Help](#).

CANCEL AGREE TO REGISTER



⑥Click “Request” button.

HOLDINGS IN KEIO

HOW TO USE KEIO UNIVERSITY LIBRARY ▾

BACK


ILL / HOLDING **Request**

LOCATIONS * YOU CAN NARROW DOWN BY CLICKING ▾ BUTTON

MITA Media Center

Available, Location: B3F Books

Call Number: AE@12A@2009@23



⑦Select “Pickup Institution” and “Pickup Location”, click “SEND REQUEST”.

ILL / HOLDING **Request**

< BACK TO LOCATIONS

Request


Material Type
Book

Pickup Institution
★ Waseda University ▾

★ Pickup Location: Only the displayed libraries are available ▾

RESET FORM

SEND REQUEST



<Libraries where you can pick up materials>

Waseda: Central, Takata, Toyama, Science & Engineering, Tokorozawa

Keio: Mita, Hiyoshi, Science and Technology, Shonan Fujisawa, Shinanomachi

⑧When the material you requested arrived the library where you pickup, system will send you automatically sent email for notification. Please check it and take borrowing procedure at the circulation desk of the library.

【Borrowing rules】

<Number of materials you can borrow>

Up to 5 (Keio books)

Above number is not included in 60, the number of materials of Waseda you can borrow.

<Number of materials you can request>

Up to 5 (Keio books)

Above number is not included in 60, the number of materials of Waseda you can request.

<Borrowing period>

14 days for any book or library

*Loan period can be renewed from “My Library” of WINE. The maximum days of borrowing are 90. However, in case that a book is placed a hold by other users, loan period cannot be extended.

*The rule of loan period for the SUMMER TERM does not apply to the books held by Keio University.

< Overdue penalty>

If materials are not return 1 day or more after the due date, you will not borrow new materials as long as the overdue materials remain unreturned.

(What you can do during borrowing suspension)

- You can renew the due date including for overdue materials. However, in case that materials are placed holds by other users, or the maximum loan period (90 days) has been reached, you cannot renew them.

- You can request Keio books.

*This rule is different from [overdue penalty](#) which applies to the materials of Waseda University.

*While you receive suspension of the privileges at Waseda, you cannot borrow books of not only Waseda, but also Keio.

【How to return books】

- Please return books of Keio at the circulation desk of Central, Takata, Toyama, Science &

Engineering, Tokorozawa libraries.

- You can return books of Keio at the circulation desk of Mita, Hiyoshi, Science and Technology, Shonan Fujisawa, Shinanomachi libraries which you can enter with your Waseda ID card.

*You cannot return or return and borrow books of Waseda at Keio.

【Other】

*Return and borrow at circulation desk

If the book on loan is not placed 'hold' by other users, borrowing the book again is available at the circulation desk right after returning it. This service available at Central, Takata, Toyama, Science & Engineering, Tokorozawa libraries.

* When users lost or damaged books

The rules of Keio will apply to the procedure when users lost or damaged books of Keio. For details, please contact the Waseda library where you borrowed the book.

2. Visiting Keio University (admission and borrowing)

【Outline】

Waseda University full-time faculty and staff, and professor emeritus can enter Keio libraries and borrow books of Keio.

【Service start date】

Monday, April 1, 2024

【Eligibility for service】

Full-time faculty and staff, including Research Associate, and professor emeritus of Waseda University

【How to enter Keio libraries】

- Full-time faculty and staff

You can enter the library by holding your Waseda ID card of faculty and staff over the entrance gate. Registration is required for the first time.

For Science and Technology only, please show your Waseda ID card to the staff at the entrance and take the procedure.

- Professor emeritus

Please show your Waseda ID card of professor emeritus to the staff at the entrance and take the procedure.

<Libraries which you can enter with Waseda ID card>

[Keio University] Mita, Hiyoshi, Science and Technology, Shinanomachi, Shonan Fujisawa

*You cannot borrow the books held by Shinanomachi; you can only browse these books.

【How to borrow books】

Please show your Waseda ID card at the circulation desk and take the procedure for borrowing.

The contents of 【How to return books】 , 【Borrowing rules】 , and 【Other】 are same as “1. Picking up books at Waseda University Library (personal borrowing request)”. Please check the above.

◆Contact Information

Department of Users Support, Waseda University Library

TEL : 03-5286-1659 (Mon.-Fri. : 9:00-17:00)

Email : info-wul(★)list.waseda.jp Please replace (★) with @.

* Please be sure to include the name of the school you are belong to, the name of your status at Waseda, and your full name, as well as the specific content of your question.