Using the library

Eligible Users

Toyo University students, faculty, graduates, and retirees, persons affiliated with institutions that have a reciprocal library usage agreement with Toyo University and others granted access by the vice director of Toyo University Library.

* Toyo University graduates and others who wish to use the library (become registered users) may need to show proof of identity and current residence (driver’s license, insurance card, mail, etc.).

Entering the Library

When you enter the library, you must bring your student ID, faculty ID or library card. If you do not have your card with you, you may not be able to enter the library.

Leaving the Library

Please pass through an exit gate. Any material not properly checked out will sound an alarm when you exit the library. The library reserves the right to search your belongings if the alarm sounds.

Browsing

Open shelves
You are free to browse any library materials on our open shelves.

* Please return any items you take from the open shelves to a book cart located near their original location. (Return them to their original location in the Kawagoe Library.)

Closed shelves
You must go through a special procedure in order to access materials in the closed shelves (except at the Kawagoe and Itakura Libraries). To use the material in closed shelves, please make a request at the service counter.

Borrowing

If you wish to borrow materials, bring them to the service counter or use the automatic book circulation (ABC) machine to borrow materials or extend due dates on your own.

* You need your student ID, faculty ID or library card to check out materials.

* The newspapers, reference materials, microforms and audio-visual materials cannot be checked out. (Some of the audio-visual materials are lendable, but they cannot be ordered for pickup.)

* Please bring unbound periodicals, audio-visual materials, and materials with supplements such as DVDs to the service counter for checkout. (These cannot be processed through the ABC machine.)

Renewing Materials

If nobody has reserved a book that you currently have checked out and it is not yet overdue, you may extend the due date for one week up to two times. This may be done at the service counter, through the automatic book circulation machine (ABC) or through OPAC.

* Periodicals are not eligible for extension, regardless of whether they are bound or unbound.

* You need your login ID and password to apply for an extension through OPAC.

* You may not extend materials during an overdue period, even if only one of your materials is overdue.

Returning

You can return materials that you have checked out at any Toyo University library (excluding unbound periodicals, audio-visual materials and materials with supplements such as DVDs). Return them to the service counter or use the automatic book circulation machine (ABC). (Only at the service counter at the Hakusan Library.)

If the library is closed or you cannot come to the service counter in person, you may use a Book Return outside the library to return your materials. Materials that are returned via the Book Return while the library is closed will be treated as if they were returned on the last business day before closure.

If you cannot return them to the library before the due date, you can also return them via post or delivery service. See the library website or ask at the service counter for more information.
### Borrowing Rules

<table>
<thead>
<tr>
<th>Borrowers</th>
<th>Item limit</th>
<th>Borrowing period</th>
<th>Extension Length/times</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduates</strong></td>
<td>15(3)</td>
<td>2weeks</td>
<td>1 week</td>
</tr>
<tr>
<td><em>(1st, 2nd and 3rd year students)</em></td>
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<tr>
<td><strong>Undergraduates</strong></td>
<td>15(3)</td>
<td>2weeks</td>
<td>1 week</td>
</tr>
<tr>
<td><em>(4th year students)</em></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Correspondence course students</strong></td>
<td>30(3)</td>
<td>8weeks</td>
<td>1 week</td>
</tr>
<tr>
<td><strong>Graduate students</strong></td>
<td>50(3)</td>
<td>12weeks</td>
<td>1 week at a time</td>
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<tr>
<td><em>(including part-time faculty)</em></td>
<td></td>
<td></td>
<td><em>(up to twice)</em></td>
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<tr>
<td><em>(administrative staff)</em></td>
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<tr>
<td><strong>Non-degree students</strong></td>
<td>15(3)</td>
<td>2weeks</td>
<td>1 week</td>
</tr>
<tr>
<td><em>(undergraduate)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(correspondence course)</em></td>
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<tr>
<td><em>(graduate)</em></td>
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<tr>
<td><strong>Graduates</strong></td>
<td>5(3)</td>
<td>4weeks</td>
<td>Unavailable</td>
</tr>
</tbody>
</table>

* The borrowing item limits are for the total number of books, periodicals, and audio-visual materials.
* Example: 8 books + 4 periodicals + 3 AV materials = 15 items for undergraduates
* Periodicals may not be checked out until one month has passed since the date of the acceptance stamp.
* Newspapers, reference materials and some audio-visual materials may not be borrowed.

### Overdue Penalties

Once the due date has passed, you cannot check out or extend the due date on any other materials until you return the overdue materials. Once you return them, you will also lose your borrowing privileges for the number of days they were overdue.

### Lost, Soiled, or Damaged Materials

If a library item becomes lost, soiled, or damaged while you are borrowing or using it, please note that you will be held financially responsible for the damage. If loss, soiling, or damage should occur, please inform the staff at the service counter immediately.

### Reference Service

If you are having trouble finding some materials you want to use, do not know how to do a library search, or have any other problems, ask at the service counter.

### Book Requests by Students

If the university does not have a specific material you need for your study or research in its collection, you may make an official request at the service counter.

* Excludes periodicals
* Please understand that filing a request is no guarantee that the library will purchase the item for its collection.

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### Read Before Using the Library

- Lending/borrowing of student ID cards or other such cards is **strictly prohibited**.
- If you wish to take any of the library’s materials off the premises, you **must complete** the necessary material check-out procedures first.
- Lending of borrowed items to others is strictly prohibited.
- Make sure to return items by their scheduled due date. Failure to do so inconveniences other library users.
- Materials in the library are shared university assets. Compensation for replacement costs must be paid if you lose, vandalize, dirty or otherwise damage any of these materials.
- Please keep valuables with you at all times. You are responsible for protecting your personal items.

- **Work quietly**
- **No smoking**
- **Silence mobile phones**
- **No eating or drinking**
- **Do not write in library materials**
- **No photographs**
- **No scanning**