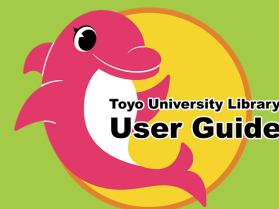


Library User Guide 1

Using the Library



Using the library

Eligible Users

Toyo University students, faculty members, alumni, 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.

* The alumni and those who wish to use the library (become registered users) need to show some ID to identify yourselves and your current residence (driver's license, insurance card, some mail, etc.).

Entering the Library



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

Leaving the Library

Please pass through the exit gate. Any material which not properly borrowed will cause an alarm when you exit the library. The library reserves the right to examine your belongings if the alarm rings.

Browsing

Open shelves

You are free to browse any library materials on the open shelves. Please return any items you take from the open shelves to a book cart located near their original location. (Please return them to their original location in Kawagoe Library.)

Closed shelves

You must go through a special procedure in order to browse the materials on the closed shelves (except Kawagoe and Itakura Libraries). To use the materials on the 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 or extend due dates on your own.

- * You need your student ID, faculty ID or library card to borrow materials.
- * The newspapers, reference materials, and microforms cannot be borrowed.
- * Please bring unbound periodicals, audio-visual materials, and materials with supplements such as DVDs to the service counter for borrowing. (These cannot be processed through the ABC machine.)

Extending the Borrowing Period

If nobody has reserved a book that you are currently borrowing and it is not overdue yet, you can extend the due date for one week up to twice. 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 at the other campus libraries (except unbound periodicals, audio-visual materials and materials with supplements such as DVDs). Please return them at the service counter or use the Automatic Book Circulation machine (ABC). (Available only at Kawagoe Library.)



If the library is closed or you cannot come to the service counter, you may use a Book Return Box outside of the library. The materials returned via the Book Return Box while the library is closed will be treated as they were returned on the last opening day before closure.

If you cannot come to the library before the due date, you can also return them via post or delivery service. [Please check the website](#) or ask at the service counter for more information.

Borrowing Rules

Borrowers	Item limit the numbers in parentheses are limits for AV materials	Borrowing period			Extension Length/ times
		Books	Periodicals	AV materials	
Undergraduates (1st, 2nd and 3rd year students)	15(3)	2weeks	1week	2weeks	1week at a time (up to twice) * Periodicals cannot be extended
Undergraduates (4th year students)		4weeks			
Correspondence course students		4weeks			
Graduate students	30(3)	8weeks			
Faculty members (including part-time lec- turers)	50(3)	12weeks			
Non-degree students • undergraduate • correspondence course • graduate school	15(3)	2weeks			
Alumni	5(3)	4weeks	Unavailable		

* The borrowing item limits are the total number of books, periodicals, and audio-visual materials.

Example: 8 books + 4 periodicals + 3 AV materials = 15 items for undergraduates

* For periodicals, you cannot borrow current issue until 1 month has passed from the date of the acceptance stamp on them.

* Newspapers, reference materials and some audio-visual materials may not be borrowed.

Counter Service



If you have any troubles in finding materials, not sure how to search literatures, or have any other problems, please ask the staff at the service counter.

Requesting Materials

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

* Periodicals are not included.

* Please note that the library will purchase the item after examining the request sheet you wrote.

Overdue Penalties

Once the due date has passed, you cannot borrow or extend the due date on any other materials until you return the overdue materials. Even after returning them, you will also lose your borrowing right for the number of overdue days.

Lost, Soiled, or Damaged Materials

Please note that if a library item that you are borrowing or using get lost, soiled, or damaged, you will be financially responsible for it. If loss, soiling, or damage happens, please inform the staff at the service counter immediately.



Instructions for use

- Each library might have its own instructions and equipment. If you have any questions, please ask the staffs.
- Please keep valuables with you at all the time. You are responsible for watching your belongings.
- Please follow the instructions and keep the library environment comfortable for others.
- If you would like to take any of the materials out, you must complete the necessary borrowing procedures.
- Make sure to return items by the due date.
- Lending/borrowing of student ID cards or the items you borrowed to others is strictly prohibited.
- Materials in the library are shared university assets. You will be responsible for compensation, if you lose, vandalize, dirty or damage any of them.



Work quietly



Do not write in
library materials



Refrain from talking
on the phone



No eating or drinking*



No photographs



No scanning



No smoking

You can drink beverages with caps, such as PET bottles or canteens (containers with caps only), inside the libraries (some areas are not included). Please keep your beverages in your bag. Do not keep putting them on library desks or tables. Candies, chewing gums and mint tablets are also not available.