

## **Musashi University Library and Temple University, Japan Campus Library Cooperative Program**

### **User Guide of TUJ Library for Musashi University Users**

Under a September 2011 cooperative agreement between Musashi University Library and Temple University Japan Campus (TUJ) Library, Musashi University affiliated students and faculty and faculty of Musashi Senior & Junior High School can use the Temple University, Japan Campus Library.

Temple University, Japan Campus Library contains more than 50,000 volumes and 250 serial titles. Most of them are published in English. The distinguished parts of the collection are materials focused on Asian studies and TESOL (Teaching English as a Second Language).

#### **Who may use the library: (利用対象者)**

Undergraduate Students  
Graduate Students  
Full-time Faculty  
Part-time Faculty  
Full-time Staff  
Faculty of Musashi Senior & Junior High School

#### **How to use the library: (利用方法)**

Please show your Musashi University ID card at the TUJ Library counter. For part time faculty, a certification letter will be issued from the Musashi University Library. Please request a letter at the Musashi University Library counter. If you are simply interested in visiting the TUJ Library and using materials in-house, your Musashi ID or certification letter will be all that is required. If you would like to borrow materials, you will need to register. Please register at the TUJ Library circulation desk. If your Musashi ID card or your certification letter doesn't list your home address, please be prepared to provide a supplementary ID that does contain your address information.

#### **Borrowing privileges: (利用規則)**

Loan periods: 4 weeks (貸出期間)

Renewals: 4 week (1 renewal) (更新)

Maximum checking out: 3 books (no DVDs and Reserve books)

Lost Items: Please contact us.

#### **Online Catalog: (OPAC)**

TUJ Library catalog is accessible on the website.

<https://www.tuj.ac.jp/library/>

**Library Hours: (開館時間)**

Monday to Thursday 8:30 to 20:00

Friday 8:30 to 19:00

Saturday 11:00 to 17:00

Closed: Sundays and National holidays, Christmas and New Year's holidays

Please refer to the library website:

<https://www.tuj.ac.jp/library/>

Please contact the library for details of our service hours during the semester vacations.

**Checking out Materials (図書の貸し出し)**

When Musashi users wish to check out items, TUJ Library will register Musashi users in our system. After being registered, you will only need to present Musashi ID to check out materials.

**Overdue notices: (督促)**

All notices are sent by e-mail. It is up to you to report any changes to your e-mail address.

Renewals are acceptable by email or by phone. If another user is waiting for the book, it can't be renewed.

Email: [tujlib@temple.libanswers.com](mailto:tujlib@temple.libanswers.com) Phone: 03-5441-9867

**Available materials: (利用できる資料)**

Reference books (only in library)

General books (4 weeks)

Journals and newspapers (only in library)

DVDs (only in library)

Reserve books (only in Library)

Online Database (please ask at the circulation desk)

**Photocopy: (複写)**

Photocopying is available by transportation system IC Card (Suica/PASMO)

- Monochrome: 5 yen/page, Duplex 10 yen/page
- Color: 10 yen/page, Duplex 20 yen/page

Scanning is also available with free of charge (sending PDF by email).  
\*\*\*Please follow the copyright regulations.

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**Supplementary Provisions:**  
These rules come into effect October 1, 2011.

Supplementary Provisions:  
These rules come into effect April 1, 2013

Supplementary Provisions:  
These rules come into effect September 1, 2019

Supplementary Provisions:  
These rules come into effect April 1, 2023

Supplementary Provisions:  
These rules come into effect April 1, 2024

## Maps and Directions Temple University Japan Campus

