

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

### User Guide of Musashi University Library for TUJ users

TUJ students and faculty can use the Musashi University Library under a September 2011 cooperative agreement between Musashi University Library and Temple University Japan Campus (TUJ) Library. (Library counter and telephone assistance will only be available in Japanese.)

Musashi University Library contains more than 650,000 volumes and 5000 serial titles, with a focus on economics, sociology, and the humanities.

#### Who may use the library? (利用対象者)

Undergraduate Students  
Graduate Students  
Full-time Faculty  
Part-time Faculty  
Full-time Staff

#### How to use the library? (利用方法)

Please show your valid TUJ ID card with a current semester sticker at the entrance of Musashi University Library. The machine gate does not recognise a TUJ ID card, so please ring the bell at the gate and ask for access. A user card will be issued by Musashi University Library if you wish to check out books. If your ID card does not show your home address, you will have to provide supplementary ID which includes that information (e.g., certificate of alien registration, driver's license). If you require only in-house use of materials, then a user card is not necessary; you can enter the library with just a TUJ ID card.

#### Borrowing privileges: (利用規則)

Loan period: 2 weeks (貸出期間)

The following publications cannot be used.

- \*Audio visual materials
- \*E-resources(database, online journals) subscribed to by Musashi University
- \*Books located at “1 階履修” or “1 階キャリア” or “1 階レポート” or “1 階 LL Book” or “洋プラ PDP”

Renewal period: 2 weeks (2 renewals) (更新)

\*\*\* Renewals cannot be conducted by phone or by email.

Maximum number of volumes to be checked out: 5 books

Overdue penalty: suspension of checking out materials for the same number of days your materials are overdue. For example, if your books are one week overdue when they are returned, you must wait one week before checking out new materials

Replacement charges: full amount of the cost of replacing the book.

**Library Hours:** (開館時間)

Please refer to the Musashi University Library website.  
[https://www.musashi.ac.jp/library/riyou\\_annai/shisetsu/calendar.html](https://www.musashi.ac.jp/library/riyou_annai/shisetsu/calendar.html)

**Online catalogue:** (OPAC)

The Musashi University Library catalogue is accessible on the website.  
<http://www.musashi.ac.jp/library/>

**User cards:** (利用カード)

**Student & Part-time faculty**—A valid TUJ ID card, with a sticker for the current semester, is necessary for registration. If the ID doesn't include your home address, another ID card with the address should be shown.

Term of validity:

Summer Semester: May – Aug

Fall Semester: Sep – Dec

Spring Semester: Jan – March 22, Apr

Musashi University Library offers registration for use by fiscal year (April to March of the following year). The library is closed from March 23 to March 31 for maintenance. Spring Semester students who wish to continue using the library after April 1 should register again on or after April 1.

To renew the user card, please ask at the library circulation desk. A new semester sticker is required for renewal.

The expired card is needed when you renew it. If you do not have the expired card, you have to pay reissue fee.

Loss of the user card: ¥2,000 will be charged to reissue the card.

**Full-time faculty**--- a valid TUJ ID is necessary for registration. If the ID doesn't include your home address, another ID with the address must be shown.

Term of validity: Apr 1<sup>st</sup> to Mar22<sup>nd</sup>

To renew the user card, please ask at the library circulation desk.

The expired card is needed when you renew it. If you do not have the expired card, you have to pay reissue fee.

Loss of the user card: ¥2,000 will be charged to reissue the card.

**Photocopying:** (複写)

Photocopying is available.

Monochrome: ¥10/page      Color: ¥50/page

Please ensure that you follow the copyright regulations.

**Non available facilities:** (利用できない施設)

Spaces reserved for Musashi students, faculties, and staff (Personal Booths, Discussion Space, Carrels, etc.)

Lending notebook PC and places with personal computers

No WiFi or other connection to the internet is provided.

Downloads from the internet using the Musashi University Library in-house PCs are not permitted.

**Other rules:** (その他)

Any changes in users' information should be reported as soon as possible.

Cars and motorcycles are not allowed on campus.

A permission sticker is required for those coming by bicycle. Please register at the circulation desk.

Your library registration may be canceled if you do not follow the Musashi University Library rules.

Musashi University Library

1-26-1 Toyotama-kami

Nerima-ku, Tokyo

176-8534

Phone: 03-5984-3720 (Only in Japanese) Fax: 03-5984-3875

Email: [lbs@sec.musashi.ac.jp](mailto:lbs@sec.musashi.ac.jp)

武蔵大学図書館

〒176-8534 東京都練馬区豊玉上 1-26-1

Tel: 03-5984-3720 (日本語対応のみ) Fax: 03-5984-3875  
Email: lbs@sec.musashi.ac.jp