

**User's Guide**

## ●How to enter the library

To use any of the facilities and services offered by the Library you will need to have a student card.

## ●Borrowing

To borrow material present your card to library staff at the Library Circulation Desk.

## ●Return

Please return borrowed materials to the Circulation Counter staff.

## ●Renewals

Books can be renewed one time only for an additional two weeks if they are not on reserve for someone else.

## ●Photocopies

Photocopies can be made with coin.

(Black & white, A4,A3,B5,B4, 10 yen per page)

(Color,A4,A3,B5,B4,50 yen per page)

## ●self-checkout machines

Monday~Friday 9:00-22:00

Saturday 9:00-18:30

**Opening Hours**

Monday~Friday

General opening

9:00-22:00 1F • 2F • 3F

Help desk / The Circulation Counter

9:00-19:00 1F

Saturday

General opening

9:00-18:30 1F • 2F • 3F

**Closed**

Sunday and National Holidays

New Year Holidays

Library  
Teikyo University



Number of books allowed Loan periods	Undergraduates	Postgraduates
Books	5 Books 2 weeks	7 Books 2 weeks
qualifying examination ※1	3 Books 3 days	3 Books 3 days
Journals ※2	3 Journals 3 days	3 Journals 3 days
AV materials	3 Materials 3 days	3 Materials 3 days

※1 Books included

※2 The latest issues of magazine are not available for circulation.



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