1. Browsing
- Books, journals and other materials in the library are open in the shelves, except for special collections.
- Please put the materials that you have finished browsing on the return base.

2. Searching
- Library’s materials can be searched on the library website, KUIS online catalogue site or the dedicated PC in the library.

3. Borrowing books
- You can borrow library’s books at the Circulation desk.

<table>
<thead>
<tr>
<th>Status</th>
<th>Volume</th>
<th>Period</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduates (Including)</td>
<td>10</td>
<td>14 days</td>
<td>student ID card</td>
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<tr>
<td>- Part-time students</td>
<td></td>
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<tr>
<td>- Students of Bekka</td>
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<td>- Special auditors</td>
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<td>- IES students etc.</td>
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<tr>
<td>Graduate students (Including)</td>
<td>15</td>
<td>30 days</td>
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<tr>
<td>- Part-time students</td>
<td></td>
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<tr>
<td>Faculty members</td>
<td>20</td>
<td>90 days</td>
<td>faculty ID card</td>
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<tr>
<td>Alumni</td>
<td>10</td>
<td>14 days</td>
<td></td>
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<tr>
<td>Members who are affiliated to</td>
<td>3</td>
<td>14 days</td>
<td></td>
</tr>
<tr>
<td>Library mutual use agreement</td>
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<tr>
<td>Institutions</td>
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</table>

4. Book reservation
- When you find your necessary books are “貸出中 (checked out)” on OPAC, you can make a reservation by clicking the “予約 (Reserve)” button on the Book Information page.
- KUIS Campusweb ID and Password is required. If you do not have them, please ask at the Support desk.

5. Returning
- Return borrowed books by the due date are the Circulation desk, Support desk or Book drop.

6. Renewal
- Renewals can be made only once before and on the due date for 14 days.
- Renewals cannot be made on following cases:
  - The book is overdue.
  - The book has been reserved by other users.

7. Photocopy Machines
- Photocopying is limited by Copyright Law
  - There are two types of photocopy machines: coin-operated and prepaid copy card operated. Prepaid cards can be purchased at “Printing office” on the 2nd floor in building 1.
  - Please fill out the “Application Form of Copy Services” and drop it into the box next to the machines.
  - NOT permitted to make photocopies of personal documents such as notebooks, etc.
  - You can use it until 10 minutes before closing.

8. When there is NOT desired material in the library
   [1] Loaning materials from other libraries or visiting them
   - If we don’t have materials that you are looking for, you can use ILL (Inter Library Loan) service.
   - Type of service:
     - Order a copy / borrow book(s) / visit other library (with a letter of introduction)
   - As a rule you need to apply for the use of ILL.
   - You need to pay a postage charge by yourself.

   [2] Request (for student)
   - If you cannot find any useful books for your study and research in the Library, you can make a request. Fill out the “request card” and submit it to the Support Desk.
   - There is a book that we cannot purchase.
   - We do not accept the request of the audio-visual materials, magazines and newspapers.

9. Audio-visual materials
- DVDs / VHSs / CDs shelved at shade of a tree area can be used by settled players.
- You can use it until 10 minutes before closing.

https://lib-front.kuis.ac.jp/
10. PCs and Printers
- PCs and printers are available at shade of a tree area and in the Coworking Space.
- Laptop PCs can be used freely anywhere in the library. Please return it back to the cabinet inside the Coworking Space after use.
* The printing will be counted according to the number of university prescribed number.
* You can use it until 10 minutes before closing.

11. Group study room 2, 3 and 4
- There are three private rooms of 10 people capacity. There must be two or more people in the group to use it. Representatives of the group can apply for it with his/her student ID at the Support Desk.
- You can use two periods of time continuously once you apply for it. Please return the voucher to the office when you finished.
* There is a PC in each room.
* It is possible to extend the usage time. (It depends on the reservation status.)
* Reservation can be made from one week before the date of use.
* There is a printer in the Coworking Space
* You can use it until 10 minutes before closing.

12. Coworking space
- It can be used for individuals and groups. (Reservation is not required.)
- You can talk to the extent that it does not cause annoyance to the people around you.
* You can use it until 10 minutes before closing.

Eligibility
- Students, faculties & graduates of KUIS
- Members who belong to the organizations and universities including associated with KUIS
- Those who Library Director have permitted
* If you do not have a student ID card, faculty ID card or library card, you have to follow the procedure for admission.

Library Closed
- Sunday
- Public holidays
- KUIS foundation day (Oct. 18)
- Periodic maintenance
- Some days during spring/summer/winter vacation
* Library is open on holidays when classes are conducted.

Attention
- Keep silence.
- Please refrain from talking on the mobile phones.
- Eating, drinking and smoking are prohibited.
* Only closed / bottled drinks are permitted.
- Take responsibility for your belongings. Please keep your valuables with you at all times.
- Please return the borrowed book by the due date.
- You cannot borrow any book until you return all of overdue books.
- It is forbidden to lend the book(s) you borrowed to others.
- Please handle all library materials with care.

Library Guide
2019
Kanda University of International Studies Library

Opening Hours
Mon-Fri  : 9:00 - 19:50
Sat  : 9:00 - 17:00
During spring & summer vacation
Mon-Fri  : 9:30 - 16:30

Kanda University of International Studies Library
〒261-0014  1-4-1 Wakaba, Mihama-ku, Chiba City
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E-mail: library@ml.kuis.ac.jp
https://kuis.libguides.com/