

# Library guide

## □ Opening hours

Spring&Autumn term	Monday to Friday	Library	9:00～20:00
		AV center	9:00～18:30
		Learning commons	9:00～20:00
	Saturday	Library, AV center, Learning commons	9:00～13:00
	Sunday		All closed
Summer Vacation	Monday to Friday	Library, AV center, Learning commons	9:00～17:30
	Saturday & Sunday		All closed
Spring Vacation	Monday to Friday	Library, AV center, Learning commons	9:00～17:30
	Saturday	Library, AV center, Learning commons	9:00～13:00
	Sunday		All closed

## □ Closed day

- Sunday
- National holiday (except for 9/23)
- University summer vacation (8/11 - 8/16)
- University festival (11/3 - 11/4)
- New year's period (12/27 - 1/5)
- A national-center-test-for-university day(1/13)
- Periodic maintenance (2/26 - 3/3)

Any changes will be announced on the library website.

## □ Loan period

	Borrowing	Kind of items	Loan period
Graduate students	30 materials.	Open-shelf books	30 days
		Stack room books	60 days
		Bound periodicals	7days
		Unbound periodicals(except current periodicals)	7days
Undergraduate students	10 materials.	Books	30 days
		Bound periodicals	7days

## To enter and exit the library

Student ID card or library card is required to go through both entry and exit gate.

A security alarm will sound if you go through the exit gate without checking out. Take necessary procedure at the circulation counter.

## Borrowing books

Bring the materials and your student ID card or library card to the circulation counter. Every counter in the library is available, except Audio-Visual counter on the 3rd floor.

Reference books, periodicals, microforms, magazines in the browsing corner, audio-visual materials etc. for in-library use only.

## Returning books

Just bring the books to the counter while the library is open. When closed, return items to the book-drop box beside the entrance of the building.

## Reserve the materials

When the book you want to borrow has been already checked out by someone else, you can make a reservation at the circulation counter on the 1st floor. You can also reserve the books in portal site "My page".

## Renewing the loan period

You can renew the loan period unless it is not reserved by others. Bring the books and student ID card or library card to the circulation counter.

## Overdue materials

Any materials cannot be borrowed if you miss returning a material 10 days after the last day of loan period. Pay an attention to the due date.

## Notices

- Do not loan the library materials to the third person.
- No smoking, no foods or drinks are allowed in the library.
- Only the beverage whose container has a cover is allowed to drink in the refreshment room on the 1st floor of the new building.
- Turn off cellular phones in the library.
- Take care of the safety of your baggage and valuables on your own responsibility.

**AICHI GAKUIN UNIVERSITY LIBRARY AND INFORMATION CENTER**

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