

**UNIVERSITY REGULATION ON THE USE OF THE UNIVERSITY LIBRARY
(UNIVERSITY OF AIZU INFORMATION SYSTEMS AND TECHNOLOGY CENTER)**

(Regulation No.29, April 1, 2006)
(Regulation No.39, July 1, 2008)
(Regulation No.39, July 1, 2009)
(Regulation No.2, January 20, 2012)
(Regulation No.12, December 1, 2014)
(Regulation No.35, April 1, 2017)

**Article One
(Purpose)**

1.1 This regulation provides for necessary matters concerning the use of the University Library (including the Resource Lounges; for the purpose of this regulation, hereinafter referred to as "LIBRARY") of the Information Systems and Technology Center.
1.2 Matters concerning the Resource Lounges referred to in the Paragraph 1.1 above shall be provided for in the University Instructions on the Use of the University Library (University of Aizu Information Systems and Technology Center) Resource Lounges.

**Article Two
(LIBRARY User)**

2.1 Those who may use the LIBRARY (for the purpose of this regulation, hereinafter referred to as "USERS") are listed below:
(1) University of Aizu (for the purpose of this regulation, hereinafter referred to as "UNIVERSITY") faculty members (including visiting and part-time faculty; for the purpose of this regulation, this inclusion shall hereinafter apply) and personnel (for the purpose of this regulation, hereinafter collectively referred to as "ACADEMIC AND ADMINISTRATIVE PERSONNEL"); and professor emeritus (recipient of the title of "PROFESSOR EMERITUS" based on the University regulation on Conferring the Title of Professor Emeritus).
(2) UNIVERSITY students, including students of nondegree status, research students, exchange students, and trainees (for the purpose of this regulation, this inclusion shall hereinafter apply)
(3) University of Aizu Junior College Division (for the purpose of this regulation, hereinafter referred to as "JUNIOR COLLEGE DIVISION") ACADEMIC AND ADMINISTRATIVE PERSONNEL, and students
(4) Individuals not associated with the UNIVERSITY (for the purpose of this regulation, hereinafter referred to as "UNIVERSITY OUTSIDERS") to whom the Director of the Information Systems And Technology Center (for the purpose of this regulation, hereinafter referred to as "CENTER DIRECTOR") has given permission. 2.2 Matters regarding use of LIBRARY by UNIVERSITY OUTSIDERS shall be provided for separately.

**Article Three
(Hours of Operation)**

3.1 The LIBRARY hours of operation shall be as follows
(1) Weekdays: From 9:00 A.M. to 8:00 P.M.
(2) Saturday: From 9:00 A.M. to 5:00 P.M. (Except Saturday prescribed under the provision of the preceding Article 4.1, Item (4).)
(3) Sundays in weeks that include any day semester examinations held: From 9:00 A.M. to 5:00 P.M.
3.2 Notwithstanding the provisions of paragraph 3.1 above, the LIBRARY shall be opened during the following hours of operation: 9:00 A.M. to 5:00 P.M. on weekdays during spring, summer, and winter vacations among the holidays provided under the provisions of the Ruling on the University of Aizu, Article 11.
3.3 Notwithstanding the provisions of Paragraphs 3.1 and 3.2 above, the CENTER DIRECTOR may change the LIBRARY hours of operation when he/she recognizes doing so as necessary.

**Article Four
(Holidays)**

4.1 The LIBRARY shall be closed on the following days:
(1) Sundays. (Except Sundays prescribed under the provision of the preceding Article 3.1, Item (3).)
(2) Holidays prescribed by the Law Concerning National Holidays (Law No.178, 1948);
(3) New Years period (December 29 through January 3 of the following year);
(4) Saturdays during spring, summer, and winter vacations as provided under the provisions of the Ruling on the University of Aizu, Article 11.

(5) Other days that the CENTER DIRECTOR recognizes as specially necessary.

Article Five

(Possession of Identification)

5.1 USERS shall carry the following identification and other materials, and must present them when requested to do so by the LIBRARY clerk in charge.

(1) ACADEMIC AND ADMINISTRATIVE PERSONNEL: ACADEMIC AND ADMINISTRATIVE PERSONNEL Card

(2) PROFESSOR EMERITUS: PROFESSOR EMERITUS Card

(3) UNIVERSITY students: Student Identification Card

(4) The JUNIOR COLLEGE DIVISION ACADEMIC AND ADMINISTRATIVE PERSONNEL, and students: LIBRARY Card

(5) UNIVERSITY OUTSIDERS: USER Card

Article Six

(Library Materials)

6.1 For the purpose of this Regulation, the term "LIBRARY MATERIALS" shall refer to items listed as follows:

(1) Books in general

(2) Designated books

(3) Reference books

(4) Journals, newspaper and other serial publications

(5) Audio-visual materials

(6) Other materials necessary for education, research and studies

Article Seven

(Reading)

7.1 USERS may freely read LIBRARY MATERIALS provided in the Reading Room.

Article Eight

8.1 USERS interested in reading materials from the stack room shall make a request to the LIBRARY clerk in charge and must follow that clerk's instructions.

Article Nine

9.1 USERS, when reading LIBRARY MATERIALS, must do so at the prescribed location.

9.2 USERS, when finished reading LIBRARY MATERIALS, must return the materials to the prescribed location.

Article Ten

(Prohibition Against The Removal of Materials)

10.1 USERS must not remove LIBRARY MATERIALS without providing notice

Article Eleven

(Lending of Materials)

11.1 LIBRARY MATERIALS other than listed below can be lent through due procedures.

(1) Reference books

(2) Periodicals (latest issues, newspapers, etc.)

(3) Audio-visual materials

(4) Other Library materials specifically designated by the CENTER DIRECTOR

11.2 The lending of LIBRARY MATERIALS - the lending period and the number of items for lending provided in paragraph 11.1 above - shall be conducted under the terms provided in the attached table herein. However, regarding "Designated books," the CENTER DIRECTOR shall determine the lending period and the number of items for lending separately.

Article Twelve

(Extension of Lending Period)

12.1 Notwithstanding the provisions of Paragraph 11.1 and 11.2 above, if there is no other user who made reservation for an item, the lending period regarding the said item can be extended with a limit of one extension. However, for a relevant user having an item which is overdue, extension of the lending period is not allowed

Article Thirteen

(Reservations)

13.1 USERS may reserve books that are currently loaned out.

Article Fourteen

(Prohibition Against Secondary Lending)

14.1 USERS must not loan borrowed books to a third party.

Article Fifteen
(Return of Materials)

15.1 USERS must return loaned books within the prescribed lending period.

15.2 USERS must return loaned books immediately in the following situations:

- (1) When UNIVERSITY ACADEMIC AND ADMINISTRATIVE PERSONNEL, PROFESSOR EMERITUS, JUNIOR COLLEGE DIVISION ACADEMIC AND ADMINISTRATIVE PERSONNEL, UNIVERSITY students, or JUNIOR COLLEGE DIVISION student USERS have lost borrowing qualifications;
- (2) When UNIVERSITY students, or JUNIOR COLLEGE DIVISION student USERS are on leaves of absence or have been suspended from the UNIVERSITY;
- (3) When the return of materials is requested for any other reason recognized as necessary.

Article Sixteen
(Demands for the Return of Materials and Suspension of Lending)

16.1 The CENTER DIRECTOR may issue demands to USERS who have failed to return loaned books following the expiration of the lending period.

16.2 The CENTER DIRECTOR may suspend further lending to those USERS described in Paragraph 16.1 above until such previously loaned books have been returned.

Article Seventeen
(Reference Requests)

17.1 USERS may make reference requests with respect to documents and academic information necessary for education, research, and learning.

Article Eighteen
(Document Copying)

18.1 USERS shall make copies of LIBRARY MATERIALS in accordance with the provisions of the University Instructions On The Conduct Of Document Copying At The University Library (Information Systems And Technology Center).

Article Nineteen
(Cooperative Use)

19.1 Individuals interested in using the library materials of the library, etc. of another university for the purpose of education, research, and learning may make such a request to the CENTER DIRECTOR.

19.2 When a request has been received from the library or other facility of another university regarding the use of LIBRARY MATERIALS, the SENTER DIRECTOR shall comply with such request to the extent that he/she recognizes that doing so does not interfere with UNIVERSITY education, research, and learning.

19.3 The USERS shall bear the expenses necessitated by the procedures referred to in Paragraphs 19.1 and 19.2 above.

Article Twenty
(Library Rules)

20.1 USERS in the LIBRARY must observe the following:

- (1) Preserve silence;
- (2) Refrain from soiling and damaging LIBRARY MATERIALS, Library machinery, and other Library equipment; and
- (3) Refrain from eating, drinking, and smoking, but drinking water shall be allowed in a location designated by the CENTER DIRECTOR;
- (4) Refrain from talking on cellular phones;
- (5) Refrain from taking personal computers into the Library, with the exception of a location designated by the CENTER DIRECTOR;
- (6) Refrain from disturbing Library order and from behavior which annoys other USERS; and
- (7) Observe instructions provided by Library clerks.

Article Twenty-One
(Responsibility To Compensate)

21.1 USERS who lose or soil LIBRARY MATERIALS while reading or borrowing such materials or who damage Library machinery and other Library equipment must bear the responsibility of compensation in accordance with the CENTER DIRECTORs instructions. However, under special circumstances, this obligation does not apply.

Article Twenty-Two
(Restrictions on and Suspension of Use)

22.1 The CENTER DIRECTOR may restrict and suspend for a fixed period the use of the LIBRARY by USERS who egregiously violate this regulation.

**Article Twenty-Three
(Supplemental Provisions)**

23.1 Other than provided for by this regulation, the use of and other necessary matters concerning the LIBRARY shall be determined separately.

ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of April 1, 2006.

ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of July 1, 2008.

ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of July 1, 2009.

ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of January 20, 2012.

ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of December 1, 2014.

ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of April 1, 2017.

Attached Table (Related to Article Eleven)

	Material Classification	UNIVERSITY and JUNIOR COLLEGE DIVISION faculty and admin. staff and Professors Emeritus	Graduate School Students	Undergraduate students and JUNIOR COLLEGE DIVISION students
Lending Period	Books in General	Up to 4 weeks	Up to 2 weeks	Up to 2 weeks
	Periodicals (with the exception of the latest issues, newspapers, etc.)	2 days	2 days	2 days
Number of Copies		10 copies (books)	10 copies (books)	5 copies (books)
		3 copies (periodicals)	3 copies (periodicals)	3 copies (periodicals)