

Intelligence Cube Cubic Lib

LIBRARY GUIDE

■ Loan period

	Borrowing	Kind of items	Loan period
Graduate students	30 materials.	Open-shelf books	30 days
		Closed-stack 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

When you enter the library, insert your Student Card or Library Card into the entrance gate. Please exit the library via the exit gate. Then you need not show your Student Card or Library Card. Note that the security alarm sounds when users through the exit of the library without checking materials out.

■ Borrowing the books

When you want to check out any books, please present your Student Card or Library Card along with the books to the Counter at the 1st floor or the 2nd floor.

Books borrowed from the library may not be loaned to a third party.

■ Returning the books

Just bring the books to the counter while the library is open. Please be there until a librarian tells you "O.K." While being closed, please put them into the book-drop beside the entrance.

■ Renewing the loan period

To renew the books, you may bring the books to the library. But if someone else has reserved the books, you cannot renew. Please bring the books and your Student Card or Library Card again to the counter.

■ Reserving the books

If you want the books that is currently out on loan, you may reserve it. Moreover, it can reserve also from the website.

■ Overdue the books

Please note that anyone who has an overdue book which loan is over 10 days is not permitted to borrow even one book. Please pay attention to the due date by the return date slip inserted into them.

- *No smoking, no foods or drinks are allowed in the Library.*
- *Only the beverage with the lid can be drunk in the first floor in the library.*
- *Set your mobile phone to silent mode and refrain from talking on the phone in the library.*
- *Take care of the safety of your baggage and valuables on your own responsibility.*

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Aichi-ken 462-8739

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URL: <http://www.lib.aichi-gakuin.ac.jp/mc/>