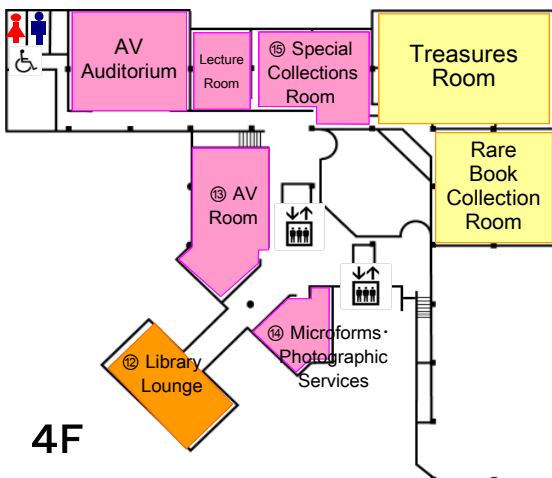
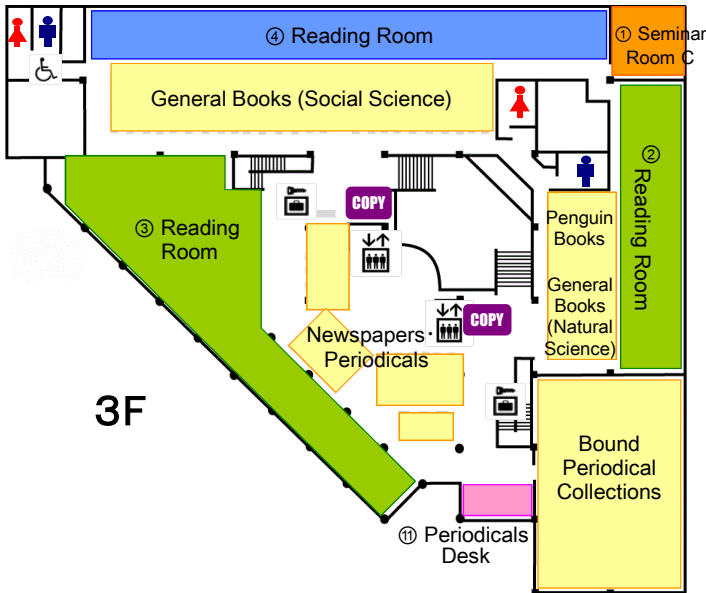
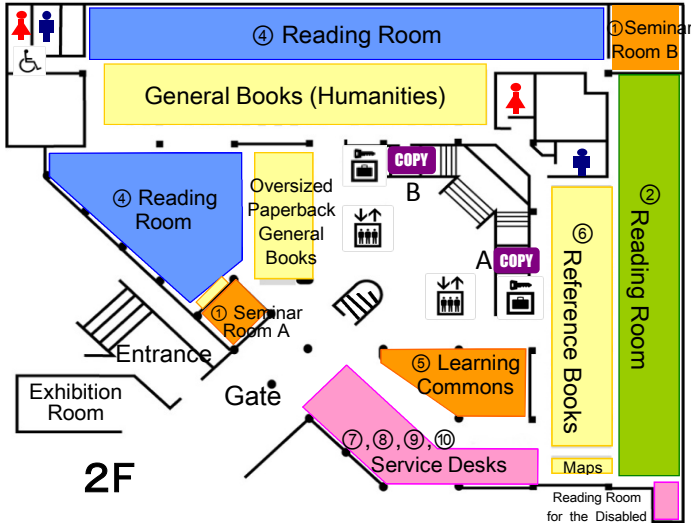




# Central Library Floor Map

Waseda University Library  
User's Guide No.22-E  
April 11, 2011



Continue to back side

**Orange** Allowed: talking, computer and devices

**Green** Allowed: computer, devices Not Allowed: talking

**Blue** Not Allowed: talking, computer and devices

**Cream** : Library Materials (Books, Periodicals)

**Pink** : Service Desks, Other Library Facilities

Restroom Elevator

Locker Copier

**① Seminar Room A, B, C (2,3F)**  
Available until 10 min before closing time. No reservation is required. PC devices, wireless access is available. For Room B and C, wired access is also available.

**② Reading Room (PC and devices: Allowed)**  
Wireless access and power is available.

**③ Reading Room (PC and devices: Allowed)**  
Power is not available.

**④ Reading Room (PC and devices: Not Allowed)**  
Silent area. Using any devices is prohibited.

**⑤ Learning Commons (2F)**  
Area for group study. Desktop Computers are available with Waseda-net Portal ID. Wireless access is also available. No printer service.

**⑥ Reference Books (2F)**  
Dictionaries, Encyclopedias, Statistics Books are in-library use only. Please return to original location after use.

**⑦ Information Desk (2F)**  
Claim and report for lost and found

**⑧ Circulation Desk (2F)**  
Open until 30 min before closing time. Desk for checking in/ out books. Please make sure to return books on loan to the desk.

**⑨ ILL Service Desk (2F)**  
Open until 30 min before closing time. Pick up requested copy or material and make payment.

**⑩ Reference Desk (2F)**  
Open until 7pm. (Sat: 5pm, Sun: Closed). Any consultation to find books and articles, other academic information resources.

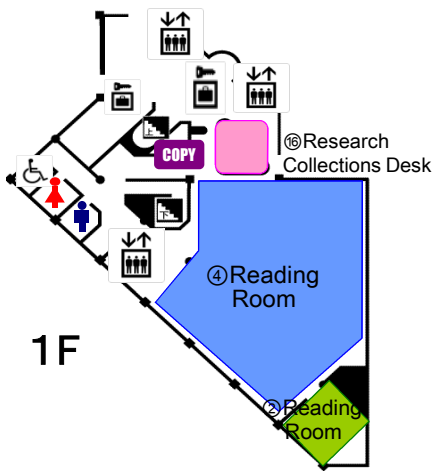
**⑪ Periodicals Desk (3F)**  
Open until 30 min before closing time. Register to access Bound Periodical Collections.  
• CD-ROM → available until 60 min before closing time.  
• Microforms → available until 90 min before closing time.

**⑫ Library Lounge (4F)**  
Open until 6:50pm. (Sat: 4:50pm, Sun: Closed) Available for group study. Smoke-free. No food and drinks are allowed.

**⑬ AV Room (4F)**  
Open until 7pm (Sat: 5pm, Sun: Closed). Request to access audio booth to view audio/ visual materials. Material are library use only.  
• Audio Material → available 60 min before closing time  
• Visual Material → available 90 min before closing time

**⑭ Microforms/ Photographic Services (4F)**  
Open until 7pm (Sat: 5pm, Sun: Closed). Can browse microforms and request photocopy/ shooting service.

**⑮ Special Collections Room (4F)**  
Open until 7pm (Sat: 5pm, Sun: Closed). Can browse rare book and special book.



### ⑩ Research Collections Desk (1F)

Open until 30 min before closing time. Register to access Research Collections.

- Check in/ out books from Research Collections
- Retrieve Meiji era books
- Register to access a study room for faculty & staff, grad student
- Pick up books stored in Auto Book Shelf

☆To retrieve a book located in Auto Book Shelf, request the book via WINE terminal network in Central Library (Retrieval is available until one hour before closing time).

### ⑪ Study Rooms for faculty & staff, grad student (B1F, B2F)

Available until 30 min before closing time. Only faculty & staff, grad student, Green library card holder can access. Register a room at Research Collection Desk. Wireless access is available inside the room.

### Research Collections

Materials registered under Waseda classification are mainly located on B1F, Those registered under NDC classification are located on B2F. PC and devices are allowed. All floors are silent zone (Floor map is available at library service desk or library on library website).

### Reading Carrel

About eighty carrels are available on B1,B2 floor. PC and devices are allowed. Wireless access is not available.

### Oversized book shelf (back side, B2F)

Materials sorted by NDC classification are located.

### Oversized book stack (outside Research Collections)

Materials sorted by Waseda classification are located.

### Chinese books

NDC Classification: B2F Book Stack

Waseda Classification: B1F Movable Book Shelf

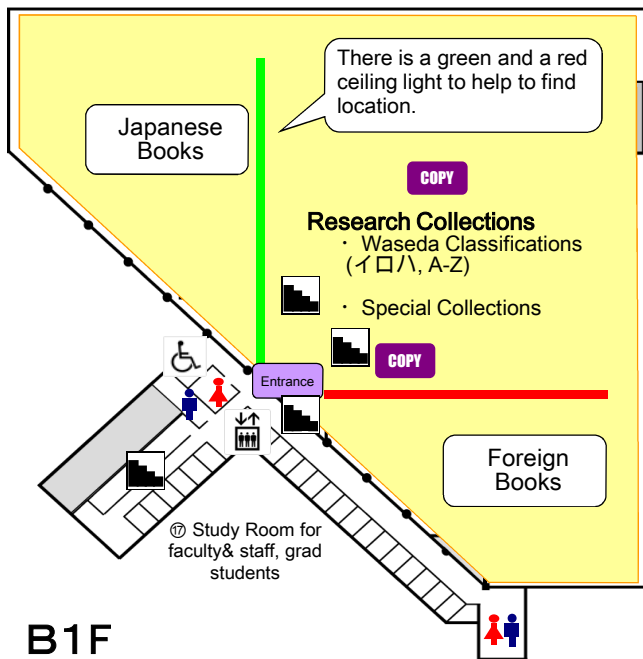
Books transferred from Toyama Library: B1F Movable Book Shelf

### Korean books

NDC Classification: B1F Book Stack

Waseda Classification: B1F Movable Book Shelf

Books transferred from Toyama Library: B1F Movable Book Shelf



### Photocopy Service

Available until 20 min before closing time.

- \* Copy card vending machine  
B2F, B1F, 1F, Copy Room B (2F), Near the central stairs toward Periodicals Desk (3F), Near the entrance of Bound Periodical Collections (3F)
- \* Coin-operated copier  
B1F, 1F, Copy Room A (2F), Near the central stairs toward Periodicals Desk (3F), Inside Bound Periodical Collections (3F)
- \* Color Copier  
Copy Room B (2F), Inside Bound Periodical Collections (3F)
- \* Black and White Copier  
Every floor from B2F up to 3F

### Library general rules

- \* Open hours may be changed during Spring, Summer and Winter breaks.
- \* To use a locker and umbrella stand, please prepare 100 yen coin.
- \* Only 1000 yen bill is accepted to purchase a copy card.
- \* Inside libraries are Smoke-Free. No food or drink are allowed.
- \* Taking pictures is prohibited.
- \* Please handle library materials with care to prevent lost, damage and soak in water.
- \* Please refrain talking over the phone in the library. Cell phones must be turned to silent mode.
- \* Please keep valuables with you at all times.

♪ Thank you for your cooperation to use library in courteous manner.

