



Special Collections Room

Fourth floor of the Central Library

User Guide No.14-E

Waseda Univ. Library

As of December 10, 2010

About Special Collections Room

Central library houses classical writings, block prints and manuscripts published prior to Edo Period including materials designated as National treasures and Important cultural properties. The room holds other important materials such as classical foreign books published before 1800. The Special Collections Room provides service to browse these classic materials.

Open	9:00-19:00 (Saturday 9:00-17:00)	*Sunday closed
Request for material	9:00-18:30 (Saturday 9:00-16:30)	

Find collection (Japanese and Foreign materials)

Most of collection is listed on the database in WINE. If you cannot find data on WINE, please refer card catalog or book catalog located in the Special Collections Room.

Browse special materials

- Submitting an application in advance is required except for Waseda students, faculty and staff. There is no designated form. For visitors include alumni, please refer User Guide No.15-E (Special Collections Room, Guide for visitors/alumni) for more information. When the application is approved, please prepare a letter of recommendation from the affiliated institution such as university library. In addition, a letter of recommendation from faculty advisor is required for undergraduate student.
- Please submit the request prior to the time shown below to retrieve the material.
- Here is the time schedule to retrieve materials. Please come to the room after the time below to pick up/ browse the materials.

Monday-Friday	9:30	11:00	14:00	15:30	17:00
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- Please use reference desk inside the Special Collections Room during browsing.
- Please use a pencil. Using a pen or mechanical pencil is not allowed.
- Browsing a National treasure, Important cultural property and other valuable materials is not allowed as a general rule.
- There are materials viewable online through [Kotenseki Sogo Database for Japanese and Chinese Classics](#). Also, there are viewable materials as a form of facsimile edition, microfilm or reproduced edition.

Browse rare book collections

- For those except Waseda faculty and staff, graduate students and specially permitted users, please submit the request to browse special classic materials in advance. Prior approval is required. Please refer User Guide No.15-E (Special Collection Rooms for visitors/alumni) for more information.
- Only Waseda graduate students, faculty and staff, specially permitted users are able to access rare book collections. Before entering the room, please fill out a designated form and leave all belongings in a provided locker.
- For those who are not eligible for accessing the room, materials can be browsed at the special collections reading room. Please submit the request form.
- For those who are eligible to access rare book collections, materials can be browsed at the desk inside the Special Collections Reading Room and rare book collections area. In case of browsing material outside these rooms, user needs to check it out.
- Please follow a procedure at the desk to borrow a material. There are some books such as large size books and duplicated books cannot be checked out.

<Number of books/borrowing period>

	Number of books	Borrowing period
Undergraduate	No eligibility	-
Graduate	25 books	30 days
Faculty and staff	50 books	60 days
Specially permitted users	25 books	30 days

*Number of books means the total number of individual rare book.

*For overdue book, **one penalty point per a day par a book** is charged from next day after due date.

* In case that penalty point reaches 200 for faculty and staff, 100 for graduate students and specially permitted users, borrowing privilege is suspended for a week. (If penalty points are added more, duration of suspension gets much longer.)

Photocopy

- In principle, materials located at the Special Collections Room must be copied only at Microforms/ Photographic Services Room.
- Making a copy by photocopy machine or by user's camera is prohibited.
- In case that users wish to make a copy, please fill out the request for photocopy and submit it to the desk.
- With consideration for preservation and maintenance, there are some cases that photocopying is not allowed.
- For non-Waseda users, in principal, partial photocopy is only allowed (Full-page copy is not allowed).