



Special Collections Room

Guide for visitors/alumni

User Guide No.15-E
Waseda Univ. Library
As of December 10, 2010

Waseda University Library
1-6-1 Nishi Waseda
Shinjuku, Tokyo 169-8050
FAX: 81-03-5286-1761
TEL: 81-03-5286-1754(direct)

Reference

- *Request for browsing rare book collection and special collection is required. Please receive an official approval in advance.
- *Request must be submitted by fax or mail to the Special collections room beforehand. (Request by telephone or E-mail is not accepted)
Please write the following information on the form:
 1. Applicant's name, affiliation, contact (Address, Telephone and Fax number)
 2. Title of material and its call number
 3. Purpose (Research title/theme, specifically describe the importance to browse the material for research)
 4. Date and time applicant wishes to visit
- * When the request is approved, a letter of approval is sent to the applicant via fax or mail.
- *In time of visit, the letter of approval and a letter of introduction from affiliated institute must be submitted. In addition, a letter of recommendation from faculty advisor is required for undergraduate student. Please take a considerable time for procedures. If an applicant does not belong to any academic institute including Waseda alumni, please contact Special Collection Room.
- *Only approved special collection is available. No additional request is accepted on the day of visit.
- *Please use a reference room 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.

Photocopy

- *In principle, material in the Special Collections Room can be photocopied on paper only from shooting at the Microforms/Photographic Service Room. Photocopying on film is not allowed. The original film taken for photocopy is owned by the library.
- *Those who request photocopy need to submit Request for photocopy form to the desk. When you will fill out the form, please specify which pages you want. Request for full page copy is not accepted.
- *In case of using a photocopy of illustration, facsimile and microfiche from the special collection for a publication, pre-approval from the library director is required. Please ask the staff in advance. When a publication with a photocopy of the special collection is released, please make sure to submit it to the Room.

As for Special Collections Room, Please refer User Guide No.14-E for more information.