

Card Number:	-
Name of Issuer:	

Date:

S. Takata Memorial Research Library
Steering Committee

S. Takata Memorial Research Library
Application for Special Borrowing Privileges for Undergraduate Student

I request special borrowing privileges as per the following:

Applicant			Referee (Faculty Advisor or Other _____)	
Affiliation	Dept.	Year	Affiliation	Dept.
				Full-Time or Part-Time Faculty?
ID			ID	
Name			Name	
				Stamp/Signature
Address			Address	
Tel			Tel	
Email			Email	
Purpose of Use:				
Period of Use:			Card Return Date:	

Notes:

1. Applications may be submitted between Mon.-Fri. 9 a.m. and 5 p.m.
2. Applicant eligibility and conditions:
 - a. Is a Waseda University undergraduate.
 - b. Is seeking continuous use of S. Takata Memorial Research Library for seminar papers, senior theses, graduate school applications, etc.
 - c. Has an introduction from a Waseda University faculty member (full-time or part-time).
3. Period of use: Use is limited through the end of January (current year) or until the end of June (next year).
4. Method of Use
 - a. The library may be accessed by presenting both the Special Borrower's Card and Student ID.
 - b. Books may be checked out or renewed only at the library counter. With the exception of lending hours, all other common library rules apply in principle.
 - i. Loan Period: 30 days (applying rule as per graduate students)
 - ii. Loan Item Limit: 15 items (within the limit set for undergraduates at Waseda libraries)
 - c. Special borrowers cannot reserve books, extend loan periods, or use the group reading room in the Library.
 - d. Please note there is the possibility that S. Takata Memorial Library Steering Committee may decide to revoke special borrowing privileges even during the granted period of use.
 - e. Please return the Special Borrower's Card to the S. Takata Memorial Library as soon as the period of use has expired.