

Musashi University Library and Temple University, Japan Campus Library Cooperative Program

User Guide of TUJ Library for Musashi University Users

Under a September 2011 cooperative agreement between Musashi University Library and Temple University Japan Campus (TUJ) Library, Musashi University affiliated students and faculty and faculty of Musashi Senior & Junior High School can use the Temple University, Japan Campus Library.

Temple University, Japan Campus Library contains more than 50 thousand volumes and 700 serial titles. Most of them are published in English language. The distinguished parts of the collection are materials focused on Asian studies and TESOL (Teaching English as a Second Language) program.

Who may use the library: (利用対象者)

Undergraduate Students
Graduate Students
Full-time Faculty
Part-time Faculty
Full-time Staff
Faculty of Musashi Senior & Junior High School

How to use the library: (利用方法)

Please show your Musashi University ID card at the TUJ Library counter. For part time faculty, a certification letter will be issued from the Musashi University Library. Please request a letter at the Musashi University Library counter. If you are simply interested in visiting the TUJ Library and using materials in-house, your Musashi ID or certification letter will be all that is required. If you would like to borrow materials, you will need a user card. Please apply for a user card at the TUJ Library circulation desk. If your Musashi ID card or your certification letter doesn't list your home address, please be prepared to provide a supplementary ID that does contain your address information.

Borrowing privileges: (利用規則)

Loan periods: 3 weeks (貸出期間)

Renewals: 1 week (3 renewals) (更新)

Maximum checking out: 3 books (no DVDs and Reserve books)

Overdue fines: ¥50 per day / book

Replacement charges: Full amount of the book price + processing fee (¥1000)

Online Catalog: (OPAC)

TUJ Library catalog is accessible on the website.

<http://diamond.temple.edu/search~S29/>

Library Hours: (開館時間)

Monday to Thursday 8:30 to 20:00

Friday 8:30 to 18:00

Saturday 11:30 to 18:00

Closed: Sundays and National holidays, Christmas and New Year's holidays

Please refer to the library website:

<http://www.tuj.ac.jp/newsite/main/library/index.html>

Please contact the library for details of our opening hours during the semester vacations.

The user card: (利用カード)

The user card is effective for one academic fiscal year, from April 1st to March 22nd.

If you'd like to renew the user card, please show the ID card and the user card at the TUJ Library counter.

Overdue notices: (督促)

All notices are sent by e-mail. It is up to you to report any changes to your e-mail address.

Pre-overdue notice will be sent three days before the due date.

The first overdue notice will be sent ten days after the due date.

The second overdue notice will be sent one month later.

Overdue fine is ¥50 per day / book

Renewals are acceptable by email or by phone. If another user is waiting for the book, it can't be renewed.

Email: tujlib@temple.edu Phone: 03-5441-9867

Available materials: (利用できる資料)

Reference books (only in library)

General books (except reserve books)

Journals and newspapers (only in library)

DVDs (only in library)

Online Database (please ask at the circulation desk)

Photocopy: (複写)

Copy machines are available in the copy room.
Photocopying is ¥10 per page.
Scanning is also available with free of charge (sending PDF by email).
***Please follow the copyright regulations.

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2-8-12 Minami-Azabu, Minato-ku
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Maps and Directions Temple University, Japan Campus Azabu Hall

