

To: All Teachers

From: Naoko, Matsumoto, Head Librarian

### **Guidelines for the 2025 Reserve Books**

In application for reserve books for the 2025 academic year, the following guidelines should be noted. For further information, we have attached a document entitled “Reserve Book System Guidelines”.

#### Target Courses:

The courses offered in the 2025 academic year

#### Period of use

The period is based on the quarter and semester in which the course is offered.

It is also possible to specify the period.

#### Materials that can be added to the Reserve Books

Materials own in Sophia University Library

If you would like to use a book that is not in our collection, we will research it including E-book to be able to purchase or not.

#### Excluded materials

Reference books, Magazines, Newspapers and Audio-visual materials

[Exception]

\*Refer to the attached “Reserve Book System Guidelines”

If you bring own materials to the library, we can accept and add them as Reserve Books temporarily.

If you would like to use multiple copies of a specific magazine issue, please contact us.

#### Application Period

Application for the 2025 Reserve Books will be accepted from January 2025.

You can also apply during the course period. However, please be careful when selected materials that are not in our collection. It may take a long time to deliver and it may not be possible to get during the course period. In that case, we would not accept your application.

#### Cautions

1. If the selected materials that are not in our collection, it will take at least two weeks for delivery and in some cases, more than three months. In particular, quarter courses are offered in a short period of time, so we recommend you could have enough time to apply.
2. Even if you select materials in our collection, we may not be able to prepare because it is on loan or for other reasons. We propose you could apply as soon as possible after deciding which materials to add as Reserve Books.

## How to Apply

Please apply through one of the following methods from the Sophia University Library website.

■ Sophia University Library URL: <https://www.lib.sophia.ac.jp/?lang=en>

HOME > Services > Application Form > Application Form for Students / Faculties > About Classes

- Apply through the Online Application Form for the Reserve Book.
- Fill out and submit “Reserve Book Application Form”

Please apply for each course (by syllabus registration code).

Please write your email address on the application form as we can contact you.

If you wish to select the same materials as previous year, you need to apply every year.

## Where to submit

Central Library Room L-122 (Email, fax and post are also accepted.)

When this room closed, you can leave your application form at the circulation counter on the first floor of the Central Library.

\* Applications for Reserve Books at the Law School Library and Mejiro Seibo Campus Library are also accepted at the Central Library. Those who teach only at the Mejiro Seibo Campus can submit application forms at Mejiro Seibo Campus Library.

## Attached document

“Reserve Book System Guidelines”

“Reserve Book Application Form”

[Contact]

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