

## Reserve Books System Guidelines

### 1. About Reserve Books

We will set up so that students can borrow library materials needed for classes selected by teachers for a shorter period than usual. This system will make more student to use the materials fairly.

### 2. Number of copies that can be registered

As a rule, the library does not purchase multiple copies of materials for its general collection, but only Reserve Books, we can purchase up to 2 copies per title.

\* Due to usage and budget crunch, new purchases are limited to 2 copies per title, but materials with 3 copies in the collection may be registered for 3 copies.

### 3. Number of titles that can be selected

There is no limit to the number of titles, but shelf space is limited, so please be selective in your application.

### 4. Cautions for selecting materials

Please select only that are essential for students to understand classes. “Book Purchase Request for Department and Graduate Program” allows teacher to purchase books that are not directly related to the course, such as reference books and recommended books, and also purchase books needed for your research. Please consult the Book Selection Committee member of your department or graduate school program.

### 5. Add your own materials as Reserve Books

- Originals that have been published
- Photocopies are accepted, as long as they are the applicant's own work
- If you bring own items including excluded materials (refer to 「6. Materials cannot be added to Reserve Books」), we can add them as Reserve Books temporarily.

If you wish to bring your own, please contact us.

### 6. Materials cannot be added to Reserve Books

- Reference books, Magazines\*, Newspapers and Audio-visual materials

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

### 7. How to use Reserve Books

- Number of books that may be borrowed : Up to 4 (This is distinguished from usual check-out.)
- Loan period : Library use only, 1day, 3days (Teachers choose on the application form)

### 8. Location of Reserve Books

- Special shelves in circulation counter

After period of use (After the course period) we will return original shelf locations.

If you wish to select the same materials as previous year, you need to submit this application form every year.

We will return all materials brought to applicants after the course period.

### 9. How to search Reserve Books on OPAC

You can check the status of your Reserve Books addition below.

■ Sophia University Library Online Public Access Catalog URL : <https://www.lib.sophia.ac.jp/opac/>  
Library Service > Reserve Books

### 10. About the Reserve Book of E-Books

After application, we will investigate the availability of e-books for materials not held in the Library, and will contact you if they are available for purchase.