



Online Reference Information

How to search for materials, how to use databases, questions about graduation theses, etc. We will answer your questions about using the library.

[Eligible person]

- **Students who have declared to the university that they do not wish to have face-to-face classes due to health reasons, etc.**
- **Students who do not come to school because they do not have face-to-face classes due to a state of emergency.**

[How to apply]

Subject: "Application for online reference"

Required items: Student number, name, affiliation, desired date and time (up to the 3rd choice), and contents of questions

Email Address: lib-info@sophia.ac.jp

***The person in charge will inform you of Zoom information later.**

[Precautions]

- **The consultation time is up to 30 minutes per person**
 - **The service time of the online reference is from Monday to Friday from 15:00 to 17:00.**
- Please choose your desired time from 15:00 to 15:30, 15:30 to 16:00, 16:00 to 16:30, 16:30 to 17:00.**
- **Please apply at least 3 days before the desired date (excluding Saturdays, Sundays, and holidays).**
 - **We also offer a service at the reference desk (Monday-Friday 9:00-17:00 (for the time being).**
- * The service hours during the regular class period is until 17:30.**

Please use this service as well.