

# 上智大学図書館利用規程

## Regulations for Use of the Sophia University Library

(Purpose)

### Article 1

The Sophia University Library (hereinafter referred to as “the Library”) collects and manages books and other materials required for education and research (hereinafter referred to as “Materials”) and provides them for use by faculty and staff members of Sophia School Corporation, students, those with Friends of Sophia University Library status (hereinafter referred to as “Friends of the Library”) and those approved by the Head Librarian.

(Library patronuser eligibility)

### Article 2

The following persons shall be eligible to use the Library:

- (1) Faculty and staff members of schools established by Sophia School Corporation, or the equivalent
- (2) Students of schools established by Sophia School Corporation, or the equivalent
- (3) Friends of the Library
- (4) PatronUsers of libraries established at universities and other research institutes that have concluded a mutual use agreement with the Library
- (5) Students of an extension course (Sophia Community College) (only during enrollment)
- (6) Members of the Sophia University and Sophia Junior College Supporters’ Association
- (7) Researchers not affiliated with Sophia University (persons who possess a one-day user’s pass)
- (8) Those specifically approved by the Head Librarian

(Open dates)

### Article 3

The library shall be open every day with the exception of the following dates:

- (1) Foundation Day of Sophia University (November 1)
- (2) St. Xavier Day (December 3)
- (3) Winter recess (December 29 – January 4)
- (4) Other dates that the Sophia School Corporation has determined to be school holidays
- (5) Other dates that the Head Librarian specifically regards necessary

2 In addition to the dates set out in the items of the preceding paragraph, the Mejiro Seibo Campus Library shall be closed on national holidays.

(Open hours)

### Article 4

The open hours of the Library shall be determined by the Head Librarian the beginning of the academic year.

2 The open hours of the Library during spring, summer and winter recess shall be prescribed separately by the Head Librarian.

(Entrance to the Library)

Article 5

When a patronuser enters the Library, faculty and staff members, students, Friends of the Library and those specifically approved by the Head Librarian shall carry their faculty/staff ID card, student ID card, library card, and library entrance permit, respectively, and follow the predetermined procedures for entrance to the Library.

(Browsing Materials)

Article 6

Materials shall be browsed in the Reading Room or at desks in the Stack Rooms. Materials that have not undergone the check-out procedures set forth in Article 8 shall not be taken out of the library.

2 Access to rare books and semi-rare books shall be prescribed separately.

(Reporting losses and defacements)

Article 7

Should a patronuser discover that Materials have been lost or defaced, or are missing pages, the patronuser shall immediately report such events to a staff member of the Library, Bureau of Academic Research and Information (hereinafter referred to as "Library Staff").

(Checking out Materials)

Article 8

PatronUsers with borrowing privileges shall be limited to those stipulated in Article 2, paragraph 1, items 1 to

4. The qualifications of those set forth in the items concerned shall be prescribed separately.

2 PatronUsers shall follow predetermined procedures when checking out Materials.

3 Check-out procedures shall be taken by the patronuser in person.

4 Those stipulated in Article 2, paragraph 1, items 5 to 8 are not granted borrowing privileges. They shall only be allowed to use the Library and browse and photocopy Materials.

5 The Head Librarian may suspend the checking out of Materials or demand the return of checked out Materials for the purpose of examining or organizing Materials or for other operational reasons.

(Number of check-outs allowed, loan period)

Article 9

The number of check-outs allowed and the loan period for patronusers with borrowing privileges shall be prescribed separately.

2 The number of check-outs allowed and the loan period during spring, summer and winter recess shall be prescribed separately.

3 When a patronuser wishes to extend the loan period, he/she may renew the loan period by taking the predetermined procedures.

(Materials for in-library use only)

Article 10

The Materials set forth in the following items shall not be checked out:

(1) Reference materials

- (2) Audiovisual materials
- (3) Rare material and semi-rare material
- (4) Newly published journals
- (5) Journals (back issues)
- (6) Newspapers
- (7) Kiyo (University Bulletin)
- (8) Other Materials that the Head Librarian specifically regards necessary

(Loaning of books to another person)

#### Article 11

PatronUsers shall not loan checked-out books to another person.

(Returning Materials)

#### Article 12

When a person who is in possession of the qualifications set out in Article 2, paragraph 1, items 1 and 2 loses the qualifications concerned, takes a leave of absence, or goes abroad to study, he/she shall immediately return all Materials that he/she has checked out.

(Carrying certification)

#### Article 13

PatronUsers shall carry the certification set out in Article 5 at all times when in the Library and present it when requested by a Library Staff.

(Rules of conduct)

#### Article 14

PatronUsers shall not conduct the activities set forth in the following paragraphs:

- (1) Reading aloud, talking, eating, and smoking in the Reading Room
- (2) Holding meetings
- (3) Lending the certification set out in Article 5 to another person
- (4) Posting signs
- (5) Other activities that disturb other patronusers

(Measures taken against patronusers)

#### Article 15

Those who have lost, teared or defaced Materials or imposed damage to the facility shall compensate the damages, and in some cases, be suspended or prohibited henceforth from use of the Library.

2 When the damages set out in the preceding paragraph have occurred to checked-out Materials that have been loaned to another person, then the person that loaned the Material shall be held responsible.

#### Article 16

Should Materials be overdue, the patronuser's borrowing privileges shall be suspended for a certain period of time.

2 Should a patronuser have unreturned Material at the point when his/her graduation is confirmed, the University may take measures to suspend the issuance of certifications, etc. issued by the University.

#### Article 17

Those who are not in compliance with the Regulations may be ordered to leave the Library and be suspended or prohibited henceforth from use of the Library.

(Amendment and abolishment of the Regulations)

#### Article 18

Amendment and abolishment of the Regulations shall be performed based on the opinions of the Library Committee, pursuant to the procedures set forth by the Sophia School Corporation.

#### Supplementary provision

This Regulation shall become effective as of December 1, 1991.

#### Supplementary provision

This Regulation shall be amended and become effective as of July 1, 2002.

#### Supplementary provision

This Regulation shall be amended and become effective as of December 1, 2003.

#### Supplementary provision

This Regulation shall be amended and become effective as of April 1, 2004.

#### Supplementary provision

This Regulation shall be amended and become effective as of April 1, 2005.

#### Supplementary provision

This Regulation shall be amended and become effective as of July 1, 2005.

#### Supplementary provision

This Regulation shall be amended and become effective as of April 1, 2006.

#### Supplementary provision

This Regulation shall be amended and become effective as of April 1, 2008.

#### Supplementary provision

This Regulation shall be amended and become effective as of October 1, 2011.

#### Supplementary provision

This Regulation shall be amended and become effective as of October 1, 2013.

#### Supplementary provision

This Regulation shall be amended and become effective as of April 1, 2015.

#### Supplementary provision

This Regulation shall be amended and become effective as of April 1, 2016.

Note: The English translation is provided for information. The original Japanese version remains the sole official version. If there is any discrepancy between the two versions, the Japanese original should take precedence.