

Services for Visitors

◆ Friends of the Library

Friends of the Library status provides annual access to materials in the Central Library, Mejiro Seibo Campus Library and Sophia University Junior College Division Library for graduates of Sophia University, researchers and residents of Chiyoda ward meeting the qualifications given below.

Those in categories A, B, C① and D may use materials within the library and borrow up to 5 books for 2 weeks for outside use.

Those in category C② may use materials only within the library.

1. Qualifications and fees

Please apply at the circulation counter in the first floor in the Central Library in accordance with the regulations below. After the application process has been completed, a library user's card valid for one year (or half year) will be issued.

	Category of applicants	Identification Required	Annual fee
A	Graduates of: ① Sophia University ② Sophia University Junior College Division (Sophia Junior College) ③ Sophia School of Social Welfare ④ Seibo College ⑤ Seibo Nursing School	<ul style="list-style-type: none"> Registration and Agreement Form with your photo Driver's license, Health insurance card, or other official documents to identify the applicant. 	¥3,000
B	Researchers affiliated with Sophia University and its institutes	<ul style="list-style-type: none"> Documents to be submitted vary depending on your affiliation status. 	¥6,000
C	Those approved by the Head Librarian ① Researchers guaranteed by a full-time faculty / staff of Sophia	<ul style="list-style-type: none"> Friends of the Library Application form ※Applications cannot be submitted by postal mail. Registration and Agreement Form with your photo 	¥6,000
	Those approved by the Head Librarian ② Researchers not guaranteed by a full-time faculty / staff of Sophia	<ul style="list-style-type: none"> Driver's license, Health insurance card, Resident card for foreign residents, or other official documents to identify the applicant. 	¥6,000 ¥3,000 (6months fee)
D	Residents of Chiyoda ward: 20 years or older of having valid library card at Chiyoda ward library (except for students of other universities and persons with profit-seeking purposes)	<ul style="list-style-type: none"> Library card of Chiyoda ward library A document that proves that the applicant is a resident of Chiyoda ward : Copy of the residence certificate, Driver's license, Health insurance card, etc. Registration and Agreement Form with your Photo. 	¥3,000

※A consumption tax is required separately.

(1) The following services are not provided.

- i) Use of the Learning Commons and Group Study Rooms.
- ii) Issuance of a letter of introduction to other libraries.
- iii) Interlibrary loan and copying.
- iv) Online databases searching.
- v) Book purchase request
- vi) Residents of Chiyoda ward can't use the library during the regular examination periods. (January and July)
- vii) Residents of Chiyoda ward can use materials in the Central Library only.

(2) Faculty, staff members, and students of other universities in Japan have access to Sophia materials by standard interlibrary loan procedures and are therefore not eligible for Friends of the Library.

Vocational school students are not eligible.

2. Application Process

2-1. Graduates / Resident of Chiyoda ward

- (1) Please fill out the registration form and submit the necessary documents at the circulation counter. (※Resident of Chiyoda ward is needed to show your Chiyoda public library card.)
- (2) The annual fee should be paid by Credit cards or e-money or bank remittance or with the certificate stamps where you can purchase at the certificate stamps vending machine of the Bureau of Academic Affairs on the 1st floor of Building 2 (business hours 9:00-17:00).

2-2. Researchers (Applicants in category C)

- (1) Please fill out the registration form and submit the necessary documents at the circulation counter.
- (2) Five days after submitting the necessary documents, please call the circulation counter of the library about the result (03-3238-3510).
- (3) The annual fee should be paid by Credit cards or e-money or bank remittance or with the certificate stamps where you can purchase at the certificate stamps vending machine of the Bureau of Academic Affairs on the 1st floor of Building 2 (business hours 9:00-17:00).

Notes

1. Print your name clearly on the application form.
2. To receive a library user's card at the circulation counter, submit the remittance receipt from the bank or certificate stamps for the required amount, and a 4.5×3.5cm photo.
3. When all the procedures are not completed within 3months after filling out the registration form, your registration becomes invalid.

3. Obligations of Friends of the Library

Friends of the Library are expected to observe the following rules. Failure to do so may result in suspension of your privileges to use this library.

- (1) Upon entering the library building, insert your valid library user's card. While in the building, show the card if asked by a library employee. The card may not be lent to another person.
- (2) A maximum of five books may be checked out at one time. To check out books, use the Self-service Check-out machine on the first floor in the Central Library.
The following materials cannot be checked out:
i) Reference ii) Audio-Visual iii) Rare books
iv) Periodicals(magazines, newspapers, and memoirs) v) Dissertations
- (3) Books borrowed should not be loaned to another person.
- (4) Loan period: two weeks.
Borrowing privileges will be suspended when books are overdue.
Books may be renewed if you ask at the circulation counter before the due date.
- (5) All borrowed books must be returned, when privileges have expired.
- (6) Please inform the library as soon as possible (03-3238-3510) if there is any change in your address or place of employment.
- (7) The following activities are not permitted in the library.
i) Reading aloud, talking, eating, drinking and smoking
ii) Meetings iii) Posting of signs iv) Activities that disturb other users
- (8) If library materials are damaged or lost, the cost will be assessed by the library and has to be paid by the user.
- (9) You are responsible for your personal belongings.
- (10) Any other publicly offensive behavior in the library is prohibited.

Year _____ Month _____ Day _____

Friends of the Library Application

To: Sophia University Head Librarian

I would like permission to become a member of the Friends of the Library for the purpose of doing research. I agree to follow the library rules.

(Fill in blanks within bold lines. Print clearly. Submit the completed application form at the Circulation Counter in person. Do not send it by mail. To inquire about the result of your application, phone 03-3238-3510 in about five days after applying. After the Head Librarian has given approval, you must come to the library within three months to register.)

※ We don't use your personal information other than this application purpose.

Name:	Seal or Signature	Category:
Birthday: Year _____ Month _____ Day _____ (Age: _____)		1. Check-out service is available. 2. Check-out service is not available.
Residential affiliation:		
Telephone:	Mobile Phone:	
E-mail Address:	@	
Institutional affiliation		
Address:	Name of institution:	
Telephone:		
Job title:		
Research topics (Be specific):		

- Applicants who wish check-out service (5 books for 2 weeks) are required to have a guarantor.
 - annual fee: 6,000 yen
- Applicants who don't wish check-out service are not required to have a guarantor.
 - annual fee: 6,000 yen or 6months fee:3,000yen

※A consumption tax is required separately.

Guarantor 保証人誓約書

(A guarantor must be a full-time faculty or staff member of Sophia University.)

上記申請者の貴館利用に関し、貴館に損害を与えたときは、その責任を負うことを誓約いたします。

20____年____月____日

氏 名 _____ 印 _____

1. 専任教員 2. 専任職員

学 部 _____ 学 科 _____

所 属 1. 大学 2. 短大 3. 社専 4. 目白聖母 : _____ 局 _____ 内線 _____

利用者番号	館 長	事務長	主 幹	主 幹	学術情報	情 報 サービス	担 当

館長決裁 1. 許 可 2. 不許可 (理由 : _____)

決裁日 : _____ 年 _____ 月 _____ 日

B. One-day service for Alumni

Alumni of Sophia University can use Sophia University Libraries (Central Library, Mejiro Seibo Campus Library, and Junior college division Library) . Browsing / copying of library materials within Copyright law is available.

Borrowing library materials is not permitted. The reference service is partially available.

Eligible person

- Graduates of Sophia University
- Graduates of Sophia University Junior College division
- Graduates of Sophia School of Social Welfare
- Graduates of Seibo College
- Graduates of Seibo Nursing school
- Graduates of Grief Care Professional Program

How to use

< Mon.-Fri.: 9 : 00-16 : 50 >

At the entrance gate of the library, please tell the staff that it is a one-day use for graduates.

And then at the reference counter you will be required to fill out the application form for a one- day free pass and present valid personal identification (such as driver's license or medical insurance certificate). We issue one-day free pass after considering whether you are qualified user or not.

< Mon.-Fri.: after 16 : 50 & Sat.: 9 : 00-18 : 00 >

You may apply at the circulation counter (while reference counter is closed).

※No acceptance on Sundays or holidays.

Inquiries to Reference counter (TEL : 03-3238-3507)

C. Use of the Japan Association of Catholic Universities' Library

If you are a student, a faculty, or a staff of Libraries of Japan Association of Catholic Universities listed below, you can use Sophia University Libraries by presenting your ID card.

Fuji Women's University / Tenshi College / Sendai Shirayuri Women's College / Seisen University / Shirayuri University
University of the Sacred Heart, Tokyo / Tokyo Junshin University/Seisen University (Nagano) / Nanzan University
Kyoto Notre Dame University / Kobe Kaisei College/Notre Dame Seishin University / Elisabeth University of Music
St. Catherine University / St. Mary's College/Nagasaki Junshin Catholic University / Kagoshima Immaculate Heart University

D. For User affiliated with partnership Universities of Sophia University Library

The following institutions have mutual use agreements and can use each other's libraries.

Please see the homepage of the library you are using for how to use it.

- Academic Information center of the Jikei University school of Medicine
- German Institute for Japanese Studies Library
- United Nations University Library
- Library of Institute of Developing Economies(IDE)

For the latest information, please visit our website (<https://www.lib.sophia.ac.jp/?lang=en>).

(2025.4)