Automated Storage
To use materials in the automated storage, you should print a request slip and bring it to the main counter on the third floor.

How to Search Materials
Online Public Access Catalogue (OPAC)
Bibliographic searching by title, author, ISBN, etc. is available through OPAC.
Reference Counter
The reference staff can provide advice on search strategies and methods at the reference counter.
Library Services

Checkout and Return

Checkout
Please bring your student ID or library user card to the counter. Self-service checkout machines are also available.

Return
Materials should be returned to the counter during opening hours and to the book return drop box during closing hours.

Reservations
Please ask at the counter for reserving books on loan or materials in the other campus libraries.

Lost or Damaged Materials
The user is liable for loss or damages. Please report to the library staff at the counter.

Special Materials

Reference Materials (Library Use Only)
Dictionaries, reference materials and statistical data are not available for loan.

Rare Collections and Historical Materials of the University
Please inquire at the counter.

Interlibrary Loan (ILL)
You can request photocopies of materials owned by other libraries.

Photocopy Request
You can request books that are not available at the library from other libraries. (Books only. The books must be used within the library.)

Letter of Introduction
The library can issue a letter of introduction to other libraries. (Prior confirmation may be required from the library you wish to visit.)

Consortium and Partner Institutions
Interlibrary loan is available.
- The Setagaya Six Universities Consortium
- The IDE (Institute of Developing Economies) Library

Other Services

- Audiovisual equipment rental
- Laptop computer rental (for library use only)
- All floors equipped with wireless LAN
- Available for the Digitized Contents Transmission Service provided by the National Diet Library

Please ask the library staff or visit the library website for more information.