

Public use of Kashiwa Library (Outside)

Kashiwa Library
at University of Tokyo
2023.6

Kashiwa Library materials can be used by people outside the university only for the purpose of academic research and lifelong learning.

- Please search the materials in advance at the University of Tokyo OPAC, and identify the materials to be used.
- You can't borrow materials.
- You can't use the reading seats for self-study purposes.

Precautions for use

Please follow the instructions of staff.



**No food
or
drink**

Eat and drink at the
Rest Corner or
Community Salon.



No smoking

Smoking is prohibited
on campus.



No photos

Notification is
required for
photography.



**No wet
umbrellas**

Please use
umbrella stands.

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Precautions for use



Please use library materials with care.

- Materials are available in the reading room only.
- You will be required to replace any defaced items. Please tell staff as soon as possible if you deface the library materials.



Turn off the cell phone or otherwise set it so that no sound is emitted.
Calls can be made from outside the building or from the terrace on the 2nd floor.

A university library is a place for research.

Please use the library respectfully.

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Open hours

Weekdays

*Closed to public on Saturdays, Sundays, National holidays, and Year end and New year holidays and the 4th Wednesday of each month.

Ordinary	August, September and March
9:00-21:00	9:00-17:00

*Entrance procedure must be completed between 9:00-17:00 on the same day.

*It may be temporally closed due to weather.

*For details, please see Kashiwa library's website.

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Enter and Exit

- At the entry table at the 2nd floor entrance, please fill in your name, address, affiliation, telephone number, and name of desired material on the application form and submit it to the counter,
- Please bring your official ID with your name and current address.
 - * Driver's license, health insurance card, etc.
- **Please be sure to return your visitor's card when you leave.**
- Visitor's card may not be lent to others.
- An alarm at the gate may sound when you leave. At that time, we ask for your cooperation in checking your baggage.

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Photocopy

Self-copying machine

You can make photocopies of Kashiwa library's materials.

Prepaid card type, Monochrome 10 yen / sheet

*Prepaid cards are sold at the library and the co-op (1000 yen) .



Precaution for photocopy

Please fill out a copy application form in advance.

Be sure to comply with copy write below.

- Photocopies of materials brought in are not allowed.
- Less than half of the total book pages can be copied.
- Photocopies of the latest issue of the journal are not allowed.



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Contact

Kashiwa Library at University of Tokyo

Tel (Weekdays 9:00-17:00)

04-7136-4224

E-mail

kashiwa@lib.u-tokyo.ac.jp

URL

<https://www.lib.u-tokyo.ac.jp/en/library/kashiwa>

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