

26 February 2022

To all Library users

1 March (Tue) to 5 June (Sun)
Library Services during Refurbishment

It will be difficult to view materials inside the Library during the 2022 academic year due to the refurbishment work to be carried out in keeping with the Reiners Central Library Design, so some Library services will be changed as explained below.

The situation will change as the refurbishment progresses. Relevant details will be posted on the Library Webpage etc. (PORTA for internal viewing). Plans for beyond 6 June will be posted at a later date.

The refurbishment work through until the end of the 2022 academic year will cause inconvenience to Library users, for which we request your understanding and co-operation.

Detail

1. Dates and times the Library is open

	Days when classes or examinations are held *except during summer intensive courses	Other weekdays	Saturdays	Sundays
2021 academic year 1 March (Tuesday) to 31 March (Thursday)	—	9:00-17:00	—	—
2022 academic year 1 April (Friday) to 3 June (Friday)	9:00-22:00	9:00-20:00		10:00-17:00
4 June (Saturday), 5 June (Sunday)	Temporarily closed			

- Please refer to the “Calendar” on the Library webpage for details of days when the Library is open.
- The Library will be closed on holidays that fall on days other than when classes or examinations are being held.

2. Restrictions on areas for use

- Please note that, as detailed below, there are facilities and spaces that are not available for use.
- We expect some noise to be generated as a result of scaffolding being erected around the Library building and the waterproofing work that will be carried out on the roof and outer walls.
- Workers will move in and out of the Library.

Floor	Place	1 March (Tuesday) to 11 March (Friday)	14 March (Monday) to 3 June (Friday)
3F	Seminar Room	○	○
	Library Learning Commons	×	×
2F	Reading room	○	△ • The material can be viewed, but the reading seats cannot be used.
1F	Entrance	○	△ • Cannot be accessed between 22 March (Tue) and 28 March (Mon). • Please enter the Library via the connecting corridor from Faculty Building No. 1
	Reading Room	○	○
B1F	Reading Room	○	×
	Micro-materials Room [non-book materials]	○	×
	Catholic Book Room	○	×
	Stacks	○	○
B2F	Stacks	○	○

3. Where materials are located

- Materials will be moved around within the Library as the refurbishment work progresses.
- The locations of materials will change as explained below from 14 March

(Mon). There will be times when materials are not available because they are in the process of being moved.

- The place for temporary storage of materials during the refurbishment period will not be reflected on OPAC, the Library online catalogue.
- Please do not hesitate to ask a member of the Library staff you cannot find where materials are.

Materials	At present	From 14 March
Books for Student use (Humanities: Classification number 000K-299K, 700K-999K)	B1F	2F
Audio-visual materials (Except for those located on the 1F Audio-visual materials corner)	B1F Micro-materials Room	B1F•B2F Stack room
Micro-materials [non-book materials]	B1F Micro-materials Room	B1F Stack room

4. Period for loan of materials, number of books for loan and extensions of loan period

For the duration of the 2022 academic year, the period for loan of materials and number of books for loan will be changed as follows:

- There will be no limit to the number of extensions of the period for loan carried out through MyLibrary. At present it is limited to just once.
- If you wish to use an item that is currently out on loan, please reserve it through the Library online catalogue, OPAC.
- Requests for loans of materials held off-campus will be handled in the usual manner.

< Students who belong to Nanzan University > (changes are in red and are underlined)

	Nanzan undergraduates 1st to 3rd year students ※1		Nanzan undergraduates 4th year students		Nanzan postgraduate stu- dents ※2	
	No. of books	Period	No. of books	period	No. of books	period
General books	<u>30 books</u>	<u>1 month</u>	<u>40 books</u>	<u>1 month</u>	<u>50 books</u>	<u>3 months</u>
Audio-visual materials						<u>1 month</u>
Statistical materials						
Course reserved books						
Materials for browsing						
Bound (periodicals • newspapers)	Not available for loan		Not available for loan		<u>5 books</u>	<u>2 weeks</u>
<u>Unbound periodicals</u>	<u>5 books</u>	<u>2 weeks</u>	<u>5 books</u>	<u>2 weeks</u>		

※1 Including non-degree students, trainees, special auditing students, CJS students, CJS auditing students

※2 Including non-degree students, trainees, special auditing students.

- Unbound periodicals published from April 2022 onwards will be available for loan.
- Long-term loans will not be offered.

< Instructors who belong to the Gakuen > (changes are in red and are underlined)

	University instructors ※3 Nanzan Gakuen instructors ※4 Nanzan Gakuen administrative staff ※5		University part-time instructors University researchers University research institute staff	
	number of books	period	number of books	period
General books	100 books	6-13 months	<u>50 books</u>	3 months
Audio-visual materials		※6		
Statistical materials				<u>1 month</u>
Course reserved books				
Materials for browsing				
Bound (periodicals • newspapers)				
<u>Unbound periodicals</u>	<u>10 books</u>	<u>2 weeks</u>	<u>10 books</u>	

※3 Including emeritus and visiting professors

※4 Instructors from other component schools with the Nanzan Gakuen other than the University.

(Does not include honorary or non-tenured, part-time instructors.)

※5 Including honorary employees, but does not include temporary employees.

※6 The return due date is as follows.

Loan date	Return due date
1 February to 31 August	The end of February of the next year
1 September to 31 January	The end of September of the next year (if the loan date is 1 January to 31 January, the end of September the same year)

- Unbound periodicals published from April 2022 will be available for loan.

5. ILL (photocopying of materials and interlibrary loans) & Reference Services

Will occur as normal.

- Please use MyLibrary to apply for ILL (photocopying of materials and interlibrary loans).
- Viewing of materials borrowed through ILL (interlibrary loans) will be done in certain areas only.
- Reference services can be accessed by e-mail or Zoom.

6. Library-use Explanatory Lecture Session

In the Spring Semester, this will only be held once, in the 1st Quarter.

- During the period of the Library refurbishment work, there will be times when noise is generated and genuine group work is ruled out as a result.
- The details will be posted on PORTA.

7. Use of materials being removed from the Library system (making materials available for recycling)

Materials for recycling will be made available on an ongoing basis. The place for collection and the period will be posted as appropriate.

8. Magazines in the Browsing Corner

- We are discontinuing the shelves for magazines in the Browsing Corner and will replace them with a new digital magazine reading service called d-magazine forBiz.
- It will be possible to use the digital magazine reading service d-magazine forBiz in the Library.

9. Library-use for those not affiliated to Nanzan

It will not be possible for people not affiliated to Nanzan to enter the Library and use materials. If such people wish to use our Library holdings they are able to request an interloan through their local library. However, please understand that some of our materials will not be available for interloan while they are in the process of being moved.

< Who to approach >

- People affiliated to other universities --- your university's library
- Other members of the general public --- your local public library

< Materials that can be ordered >

【Loan of actually Library materials】

- There are journals and reference books etc. that are not available for loan.
- Return postage cost is required.
- The period for loan (including the shipping time): 3 weeks:

- Number of items that can be borrowed: No more than 2 books (to be used within the library where you make the application).
- Materials held off campus will take longer.

【Copying of journals and academic theses etc.】

- Digital copying (40 yen per page)/ color copying: A3 (200 yen per page), B4 or smaller (100 yen per page)
- Copying using the micro-reader printer (50 yen per page)

10. Schedule from this point on

(1) Scheduled temporary closure and areas that will have restrictions placed on their use.

* Some restrictions of use will apply.

Dates	1F	2F	3F	B1 Reading room	B1 Stacks	B2 Stacks
6 June (Monday) to 5 August(Friday)	○*	×	×	○	○	○
Temporary closure in August 8th (Mon) to 10th (Wed), 12th (Fri), 15th (Mon) to 17th (Wed)	—	—	—	—	—	—
22 August(Monday) to 18 November(Friday)	×	○	×	○	○	○
19 November(Saturday) to 14 February(Tuesday)	×	○	○	○	○	○
Temporary closure in February 15th (Wed) to 18th (Sat), 20th (Mon) to 22nd (Wed), 24th (Fri), 25th (Sat)	—	—	—	—	—	—
27 February (Monday) to 31 March(Friday)	○	○	○	○	○	○

- The location of the Circulations Desk and Reference Desk will change due to the refurbishment work.

(2) Scheduled Library opening times

Dates	Days when classes or examinations are held * except during summer intensive courses	Other week-days	Saturdays	Sundays
6 June(Monday) to 31 March(Friday)	9:00-20:00	9:00-17:00		10:00-17:00

(3) Library-use Explanatory Lecture Session (details to be confirmed)

In the Fall Semester, this will only be held once, in the 4th Quarter

- During the period of the Library refurbishment work, there will be times when noise is generated and genuine group work is ruled out as a result.

- The details will be posted on PORTA.

Chief Librarian
Nanzan University Library