As part of the university’s efforts to prevent further spread of the novel coronavirus, the III Library will continue its closure for the time being. In an attempt to reduce the inconvenience this situation causes, we have started a service allowing library users to check out books by reservation. Please understand, however, that this service is only available during limited hours due to the small number of staff able to come to work.

Details
1. Only faculty, students and other personnel affiliated to the III and GSII are eligible to use the check-out service.
2. The service is available from June 5th, 2020 (Fri).
3. The service is available during the following hours only:
   - 11 a.m. to 12 p.m. and 1 p.m. to 3 p.m. on Mondays, Wednesdays and Fridays.
4. The maximum number of people who can be served per day is limited to 10.
5. Items available for check-out are limited to those held by the III Library (excluding those reserved for use in the reading room only and items currently on loan to other users).
6. The period of loan is 2 months for books and 1 week for bound periodical volumes. (If the library is closed on the return date, users may return items after the library reopens.)
7. The maximum number of items that can be checked out to each person is limited to 5 volumes (not including any items already on regular loan).

Application Procedure
Please send the necessary information (see below) by e-mail to the III Library at least 2 working days before you wish to check out the item (i.e. to check out an item on Friday, you must apply by Wednesday; to check out an item on Monday, you must apply by Thursday; to check out an item on Wednesday, you must apply by Monday).

   Address: tosyo@iii.u-tokyo.ac.jp
   Subject: Check-out Application

Necessary Information
1. Your name
2. Your user number (10-digit number on the bottom right of your student ID card)
3. Your faculty advisor’s name
4. Your contact phone number and e-mail address
5. The title, registration number (10-digits beginning with "66") and call number of the book you wish to check out
   N.B. Please check on OPAC to be sure that the requested item is held in the III Library.
6. The date and time you want to pick up the book
   N.B. Please specify one of the following three available time slots for pick-up:
   - 11a.m.-12p.m., 1p.m.-2p.m., 2p.m.-3p.m.

Notes of Caution
- Applications will be processed in the order they are received. It may not be possible to check out the book at the time and date you wish if the maximum number of people who can be served at a time is exceeded.
- Please bring a copy of the confirmation e-mail (reply from the library in response to your application) or a record of your assigned application number.
• Please do not come to the library unless you have received a confirmation e-mail (reply from the library in response to your application).
• Only the books requested in your application can be checked out. You cannot request any additional items when you come to the library.
• Please contact us if you cannot come to the library at the agreed time.
• Only one application per visit is permitted.
• Only book check-out and return service is available. No other services are provided.
• The details of this service may be altered at any time depending on the number of applications received.

Notes of Caution when Visiting the Library
• Please be sure to wear a mask.
• Please use the hand sanitizer when entering the library.