

III Library Check-out Service by Reservation Only (~~Available only to those affiliated to the III or GSII~~)

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.

From June 22nd: You can borrow from Mondays to Fridays (Added on June 19th)

From July 27,2020 : available hours changed, 10 a.m. to 12 p.m. and 1 p.m. to 4 p.m.

Details

1. Only faculty, students and other personnel affiliated to ~~the III and GSII~~ **University of TOKYO** 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: **10 a.m. to 12 p.m. and 1 p.m. to 3 p.m. from Mondays to 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) .

Application Procedure

Application Form <https://forms.gle/LfGxomGtuBzuuECE9>



Please send the necessary information (see below) by **application form e-mail** to the III Library ~~at least 2 working days before~~ **by 3 p.m. at least 1 working day before** you wish to check out the item.
(i.e. to check out an item on Monday, you must apply by 3 p.m. Friday.)

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.

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.

Updated on: July 21st, 2020、 July 13th, 2020、 June 18th, 2020

The date of posting: June 2nd, 2020