

How to use library after closing time

Users : Students, graduate students and faculty members belonging to Takanawa campus.

Hours : From closing time to 22:00 (On Library closing day, it is not available.)

Services : Reading space, Borrowing books or extend the borrowing period(self-checkout machine), Photocopy machine (coin-operated), OPAC, PC and Printer

※ If you want to return borrowed book, please return the book into book-drop at the library entrance. The return process will be done on the next opening day.

■How to enter the library for undergraduate students

1. A common card is necessary to open the automatic door of the library. Please show your student ID card at the information counter on the 1st floor of building No.1. Then please fill out the form and borrow a common card.
2. Scan the common card with the library automatic door card reader and quickly push the button switch to open the library automatic door.



3. Scan your student ID card with the entrance gate card reader and pass through the entrance gate.

◆notes

- Only one common card can be borrowed per person.
- Multiple people cannot enter with one common card.
- At the same time, only ten people can enter.
- Please return the common card to the information counter after use.

■How to enter the library for graduate students and faculty members

1. Scan your student ID card / Tokai University ID card with the library automatic door card reader and quickly push the button switch to open the library automatic door.
2. Scan your student ID card / Tokai University ID card with the entrance gate card reader and pass through the entrance gate.

■ Usage notes

- You cannot continue to stay in the library from opening time after closing time. At the closing time, please leave and re-enter according to the above procedure.
- Air conditioning does not work.
- The surveillance camera is operating.
- The lighting other than the library entrance is turn off. Please refer to the following library map and turn on the lights. Please turn off the lights when leaving the library.
- When trouble occurred, please contact the information counter.

We will stop this service if rules are not observed or troubles happen.

Takanawa Library map

