

# Mita Media Center Use Regulations

(Established on June 14, 2004)

## Article 1: Purpose

These regulations set forth the necessary provisions concerning the use of the Mita Media Center.

## Article 2: Days of Operation

(1) The Mita Media Center shall be open except on the following days:

- (i) Sundays
- (ii) National holidays as stipulated by the Act on National Holidays
- (iii) Keio University's Foundation Day (April 23)
- (iv) Yukichi Fukuzawa's birthday (January 10)
- (v) Designated periods set during the summer and winter recesses
- (vi) Designated periods set during the entrance examination and the Mita Festival
- (vii) Any other day specifically designated by the Director

(2) As an exception to the preceding provision, the Media Center may be temporarily in operation if deemed necessary by the Director.

## Article 3: Hours of Operation

(1) Regular hours:

- (i) Weekdays: 8:45 a.m. – 10:00 p.m. (until 8:00 p.m. when the university is not in session)
- (ii) Saturdays: 8:45 a.m. – 6:00 p.m.

(2) The hours may be subject to change due to unavoidable circumstances. The temporary opening hours will be announced separately.

(3) Updates will be posted on the Media Center website.

(4) Hours for the Old Library and South Building Library are posted separately on the Media Center website.

## Article 4: Who Can Use the Media Center

The following individuals may use the Media Center:

- (1) Keio University faculty and staff, and individuals of equivalent status
- (2) Keio University students and individuals of equivalent status
- (3) Keio University alumni or equivalent members of Keio University communities
- (4) Visitors from universities with interlibrary agreements
- (5) Individuals referred to by other libraries and approved by the Director
- (6) Individuals not covered by (1) through (5) who have received approval from the Director

## **Article 5: Special Access**

As an exception to the preceding article, individuals who wish to use the following facilities or collections may be granted access solely for the specific purpose of using them:

- (1) Exhibition Room
- (2) European Info (EUI)
- (3) Toyama Music Collection

## **Article 6: Procedures for Using the Media Center**

Users must complete the procedures specified for entry and use, as outlined on the Media Center website.

## **Article 7: Services**

(1) The Media Center offers the following services:

- (i) Access to library materials including licensed electronic resources
- (ii) Borrowing of library materials for use outside the library
- (iii) Photocopying
- (iv) Reference service
- (v) Interlibrary loan service
- (vi) Use of facilities and equipment
- (vii) Other services not specified in (i) through (vi)

(2) Further details of the services listed above are available on the Media Center website.

## **Article 8: Return Request**

Borrowed items must be returned promptly, even within the loan period, under the following conditions:

- (1) The users no longer qualify under Article 4
- (2) The users are faculty members under administrative suspension
- (3) The users are students under academic suspension
- (4) The Director deems the return necessary.

## **Article 9: Overdue and Penalties**

(1) If users who have borrowed materials fail to return them by the designated due date, the Media Center will issue a reminder and impose penalties such as overdue fines or suspension of borrowing privileges. Details of penalties are provided separately on the website.

(2) Users are responsible for any costs incurred in the process of issuing reminders or enforcing penalties.

## **Article 10: Damaged or Lost Items**

If users damage, deface, or lose any materials, equipment, or facilities, an immediate report is required. In principle, the loss must be compensated with an appropriate monetary amount.

## **Article 11: User Responsibilities**

Users must follow the rules posted on the Media Center website and comply with staff instructions.

## **Article 12: Denial of Entry**

The Director may suspend users' access to the Media Center if the users violate the regulations or engage in inappropriate behavior.

## **Article 13: Policy Updates**

Any amendments to these regulations will be reviewed and approved at meetings of the Media Center Committee and Council.

## **Amendments History**

Amended (June 14, 2004)

Took effect as of June 14, 2004.

Amended (June 14, 2005)

Took effect as of June 14, 2005.

Amended (June 14, 2013)

Took effect as of June 14, 2013.

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