About limited opening of university's library (from September 1st)

The library had been offering limited services only on weekdays, from September the library opens on Saturday too. Please make a reservation before you come to the library.

People who come to the university for another purpose such as taking face-to-face classes are also able to use the library (the number of the visitors is limited). In the library, there are some arias sill not available, so we ask your understanding and cooperation with it.

## Opening hours

Weekday 9:00-16:30

Saturday 10:00-17:00 (closed on Sun and holidays)

## How to use

Undergraduate and graduate students: please make a reservation in advance

Teachers and stuff: any time when the library is open

People outside school: Not allowed to use the library (because the university limits the people who can enter the university)

#### How to make a reservation

Please write the things blow in an e-mail and send it to the library.

Your student number, your name, the time when you want to use the library (maximum 90min)

\*Please make a reservation from one week before the day you use the library to 16pm on the day before the day you use the library. (exception Sat, Sun and holidays)

Please show the security stuff your student ID card and the certificate of the permission (a screenshot or a copy of the e-mail which says that you get the permission)

#### Services

Borrowing and returning the books of the library

Copying the books of the library

Receive books or copy from other universities

Taking reading seats (not all seats are available)

\*Joho-satellite room "情報サテライト室" (shared PC room "共同利用 PC"), group learning room "グループ学習室", learning commons "ラーニング・コモンズ", audio-visual materials room"視聴覚資料室" are NOT available.

# Cautions for entering the library

Please use the library within the time you reserved.

Take your temperature and come to the library only when you are feeling good.

Please wear a face mask when you are in the library and stay there as short as possible.

Please use hand sanitizer spray when you go in and out the library.

Please keep the social distance to the other users, and visit the library by yourself.

To make the time in the library shorter, please search the library website to check a place, a number, and status of the book you want to use.

### How to use the library

When you enter the library, please show the certificate of the permission, write your information in entering form"入館票" and pick up a number-plate to make sure how many users are in the library.

- ■We are gradually changing the rules to use the library in accordance with the university's response.
- ■The book shipping service is still available

### Contact information

Library of Nara University of Education lib-service@nara-edu.ac.jp