

【For Visitors】 Attention

- Eating and use of Cellular phone are not permitted in the library.
 - Capped drink container (like plastic bottles and water bottles) are permitted in the library (except near the PCs.) .
 - Uncapped drink container are permitted only Relaxation Station, Language Learning Space and Learning Commons.
 - Cellular phones are permitted only in cellular phone booths*. (*3F of the Main Bldg. and 2F of the West Bldg.)
- You will be permitted to use books in the library. Don't use **only** desks, chairs or the Internet.
 - If you apply on 9 a.m. to 5 p.m. weekday, we will issue your Library Card immediately. (You can borrow books from the afternoon of next weekday.) If you apply in other time, we will issue it in the afternoon of next weekday.
- You are not permitted to lend your library card to other people.
- Your Library Card can be used both Central Library(in Tsushima Campus) and Shikata branch Library(in Shikata Campus).
 - However, please apply for renew and change of your information at the library you made the card.
 - In Central Library: You can borrow up to 5 books for 2 weeks.*
 - In Shikata Branch Library: You can borrow up to 2 books for 2 weeks.*
 - * We do not extend loan period.
- Library cards in valid for a year, and you must visit a library in person to renew your card.
 - If you lose your library card within one year, we cannot re-issue it until one year pass.
- Please avoid behaviors cause trouble to others.

Attention for lending (Central Library)

- You need to meet conditions below to borrow books.
 - Conditions: (1) 18 or older, excluding the high school students.
 - (2) Living, working or studying in Okayama Pref.
- You can borrow up to 5 books for 2 weeks. We do not extend loan period.
 - You can't borrow books during final exams. (Period: certain period of time in January, February, July and August)
- The following books cannot be borrowed.
 - ① Special Collections (Ikeda Family Collection, Large Collection et al) .
 - ② Reference books (Including Map)
 - ③ Lecture Related books
 - ④ Books for Students
 - ⑤ Journals
 - ⑥ Videos or DVDs
- Penalty
 - If you return books after the due date, we stop lend you any books for the period you delay.
 - If you lend your library card to others, take out books without lending, or having books overdue for more than 30 days, you will lose your right to enter library and to borrow books.
 - If you lose or damage library books, you will be responsible to make reparation in kind.

If you do not follow the rules, we will refuse you to use the library.

Thank you for your cooperation.