

Shonan Fujisawa Media Center Rules of Use

Effective Date: June 1, 2005

Revised Date: June 4, 2008

Revised Date: November 24, 2010

Chapter 1 General Rules

(Purpose)

Article 1 These rules define requirements for the use of the Shonan Fujisawa Media Center(SFC Media Center) and the Library of Nursing and Medical Care (NMC Library)

(Open Days)

Article 2 The SFC Media Center shall be open except on the following days:

- (1) Sundays
- (2) National holidays
- (3) Keio Foundation Day (April 23)
- (4) Founder's Birthday (January 10)
- (5) Specific periods of Summer and Winter Holidays
- (6) Other days as determined by the Director

The NMC Library shall be open except on the following days, in addition to the aforementioned:

- (7) Saturdays when classes are not in session

Under certain circumstances the SFC Media Center and the NMC Library may be open on the aforementioned days as well

(Open Hours)

Article 3 The SFC Media Center shall be open during the following hours:

- (1) Weekdays 9:15 – 23:00 (18:00 during holidays)
- (2) Saturdays 9:15 – 19:00 (16:00 during holidays)

The NMC Library shall be open during the following hours:

- (3) Weekdays 9:15 – 21:00 (18:00 during holidays)
- (4) Saturdays 10:15 – 19:00 (closed during holidays)

The aforementioned hours may be subject to change due to unavoidable circumstances.

Open hours of individual service counters shall be posted on the SFC Media Center Website and the NMC Library Website respectively.

(Users)

Article 4 The following persons shall be eligible as users of the SFC Media Center:

- (1) Full-time faculty and staff of Keio University or their equivalent
- (2) Students of Keio University or their equivalent

- (3) Part-time Keio University staff or outside staff working at SFC under contract to Keio University
- (4) Keio University alumni or their equivalent
- (5) Persons age 18 and over residing or working in Fujisawa City or from 1 to 110 Tsutsumi, Chigasaki City (excluding students at other universities or vocational schools)
- (6) Persons permitted by the Director by request from other libraries
- (7) Other persons permitted by the Director

Persons eligible as users of the NMC Library shall include (1), (2), (3), (6) and (7) above as well as the following:

- (8) Graduates of the Faculty of Nursing and Medical Care (including School of Nursing, Keio University and Keio Junior College of Nursing), School of Medicine, Graduate School of Health Management, and Graduate School of Medicine
- (9) Persons engaged in nursing and medical care or their equivalent
- (10) Persons engaged in nursing and medical care education or research, or their equivalent

(Procedures)

Article 5 Users must follow procedures for use, which shall be posted on the SFC Media Center Website and NMC Library Website respectively.

Chapter 2 Services

(Scope of Services)

Article 6 The SFC Media Center and the NMC Library shall provide the following services:

- (1) Use of facilities, equipment, and fixtures
- (2) Accessing to materials
- (3) Loaning of materials
- (4) Copying of materials
- (5) Loaning of audio-visual equipment
- (6) Reference services
- (7) Inter-library loans and document delivery
- (8) Introductions to other libraries or research facilities
- (9) Other services

(Restrictions)

Article 7 Provision of the services defined in Article 6 shall be subject to restrictions according to the eligibility of users defined in Article 4; these restrictions shall be posted on the SFC Media Center Website and the NMC Library Website respectively.

(Returns)

Article 8 In the following circumstances, materials and equipment must be returned immediately regardless of the due date:

- (1) When the borrower no longer qualifies as an eligible user under the terms defined in Article 4
- (2) When a full-time faculty or staff member has been suspended from his/her position
- (3) When a student has been suspended
- (4) When the borrower leaves for study or sabbatical abroad that will extend past the due date
- (5) Other circumstances as determined by the Director

Chapter 3 Supplemental Rules

(Compliance)

Article 9 Users must comply with the following rules:

- (1) Rules of Use posted on the SFC Media Center Website and NMC Library Website
- (2) Observe silence
- (3) No eating
- (4) No drinking except from permitted beverage containers
- (5) No drinking in prohibited areas
- (6) No smoking
- (7) No posting of notices without permission
- (8) Observe copyright laws
- (9) Refrain from behavior that violates public order and standards of decency
- (10) Any other directives from the staff

(Damage/Loss)

Article 10 If a user soils, damages or loses facilities, materials, equipment or fixtures belonging to the SFC Media Center or NMC Library, he/she must immediately report the matter to the staff and must pay compensation of the amount instructed by the staff.

The compensation amount shall be the purchase price of the item. The amount shall be the appraised price entered in library catalogue data or listed in the library ledger.

For bound periodicals, the amount shall be calculated as the total of the prices for each issue contained therein, if purchased as unbound periodicals.

(Late Penalties)

Article 11 If a user fails to return borrowed materials or equipment by the designated due date, the Center or the Library shall issue a demand for their return and impose penalties including fines and suspension of borrowing privileges.

The fine for overdue materials shall be ¥10 per item per day.

(Costs)

Article 12 Costs incurred by the SFC Media Center or the NMC Library in the process of demanding the return of and/or recovering borrowed materials or equipment may be charged to the borrower.

(Prohibition)

Article 13 The Director of the SFC Media Center may suspend or revoke the right of users in violation of the aforementioned rules to enter or use the SFC Media Center or the NMC Library.

(Revisions)

Article 14 Revisions to the aforementioned rules shall be approved by the SFC Media Center Council.

The above rules are effective as of November 24, 2010, and are applicable from November 24, 2010.