Eligibility for Use

Alumni: Graduates of Keio University (including those who withdrew from doctoral course after completion of course requirements).

Fujisawa Residents: Residents, ages 18 years and over, of Fujisawa City or block numbers from 1 to 110 Tsutsumi in Chigasaki City. People who are employed in Fujisawa-shi.

However, students of universities, technical colleges or high schools are ineligible.

Application Method (Applications accepted up to 30 minutes before closing)

- The application process must be carried out at the Media Center by the applicant. It cannot be done through a proxy or by post.

- When applying, please bring one of the following materials, which must be currently valid, to prove current address (or place of employment):
  - Driver’s license, passport, health insurance card, certificate of residence (issued within one month prior), employee ID card

  An application will not be accepted without one of the above documents.

- The issuing charge is 1,000 yen/academic year.

Entry Procedure

- For entry using the temporary card issued at the time of application, hold its barcode over the gate’s barcode reader to open the gate.

- The SFC Local Library Card is a magnetic card. The gate will open when the magnetic strip is read by the gate. As with the temporary card, the gate will also open by holding the card's barcode over the gate's barcode reader.

Picking up your SFC Local Library Card

- The SFC Local Library Card will be issued in about one month. When you come to the SFC Media Center, exchange your temporary card for your SFC Local Library Card at the Information Desk on the first floor. (No notification will be given when your card is ready.)

- You can pick up your SFC Local Library Card up to 30 minutes before closing. The applicant himself/herself must pick up the card.

Term of Validity

- The SFC Local Library Card is valid, regardless of the time of application, until the end of the current academic year (March 31).

- If you wish to continue to use the Media Center in the following academic year, you must re-register. This procedure can be carried out from the beginning of March of the current academic year.

- When re-registering, please submit an application form along with the 1,000 yen fee, and bring one of the following items as proof of home/work address: driver’s license, passport, health insurance card, certificate of residence (issued within one month prior), employee ID card.

Lost/Damaged/No Longer Needed SFC Local Library Card

- In the event you lose or damage your SFC Local Library Card, please contact the Media Center as soon as possible. For those who wish to have their card reissued, a reissuing fee of 1,000 yen will be required.

- If you no longer need the card, or are no longer eligible to use it, please return it to the Media Center at your earliest convenience.
**Services**

- The SFC Local Library Card allows for use of the following services for Shonan Fujisawa Media Center materials (only materials marked as [藤沢](Fujisawa) on KOSMOS).
- Use of PCs, AV editing equipment, e-journals, e-books, databases, etc. located within the SFC Media Center is not allowed.

**[Use of Materials Within the Media Center (Reading, Photocopying)]**

- Various materials such as books, periodicals, newspapers and AV materials can be read/viewed within the Media Center.
- For photocopying, coin-operated (10 yen/sheet) copiers are available on the second floor (South) and in the Micro Reader Room on the second floor (North). Pre-paid card-operated copiers are available on second and third floors (South).
- Pre-paid cards can be purchased for 1,000 yen from a vending machine next to the copiers on the second floor.

**[Borrowing of Materials]**

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Japanese Books</th>
<th>Foreign Books</th>
<th>Bound Periodicals/ Unbound Periodicals</th>
<th>AV Materials</th>
<th>Master’s and Doctoral Theses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan Period</td>
<td>14 days</td>
<td>30 days</td>
<td>3 days (some current issues may not be borrowed)</td>
<td>7 days (only those with consent of the copyright holder)</td>
<td>7 days</td>
</tr>
</tbody>
</table>

- **Borrowing:** Bring the materials you wish to borrow to the Information Desk on the first floor, and present your Library Card (or temporary card). The return deadline will be stamped on the DATE DUE slip attached to the material. A maximum of 6 items (including AV materials) may be borrowed at one time.
- **Returning:** Borrowed materials should be returned to the Information Desk on the first floor, where they must be confirmed by the staff. Return of materials by post is not possible. The fine for overdue materials is 10 yen per item per day. (The fine will be assessed for each day past the due date, including Media Center closed days.) If borrowed materials are soiled, damaged, or lost, compensation must be paid, so please inform a staff member.
- **Renewal:** As long as an item is not overdue, its loan period may be extended (renewed) up to two times. Loan periods can be renewed by bringing the item to the Information Desk on the first floor, or through My Library®. However, renewal is not possible in the following cases:
  - Non-renewable materials / overdue materials / materials that have been reserved
- **Reserve:** If you wish to use materials that are already out on loan, you may reserve them. (Applies only to materials in SFC Media Center's collection.) Reserve a material by filling out the application form available at the first floor Information Desk and second floor Reference Desk. Materials may also be reserved through My Library®. Requests through email will not be accepted.
- **Non-circulating Materials:** current issues of periodicals, white papers, current editions of yearbooks, dictionaries, AV materials without consent of the copyright holder.
Media Center Hours
During Semester: (Mon.–Fri.) 9:15 a.m.–11:00 p.m.  (Sat.) 9:15 a.m.–7:00 p.m.
During Break Periods:  (Mon.–Fri.) 9:15 a.m.–6:00 p.m. (Sat.) 9:15 a.m.–4:00 p.m.

The Media Center is closed on Sundays, national holidays, Keio holidays (January 10 and April 23) and parts of the summer and winter break periods.

Any notices concerning changes in Media Center hours will be posted on the SFC Media Center notice board or website (http://www.sfc.lib.keio.ac.jp/eng/).

Notes
✓ Only the Shonan Fujisawa Media Center may be used. Borrowing, return, or any use of materials owned by other facilities, including the Library of Nursing and Medical Care, is not allowed.
✓ This Media Center is an educational facility of Keio University. As such, students, faculty members and staff of Keio University are given priority in use of the facility. Be aware that there may be limits on use of reading seats at particularly busy times, such as during examination periods.
✓ Entry on to the campus by car, motorbike, or bicycle is not allowed. Please use the bus or walk, etc.
✓ The SFC Local Library Card is for use by the registered cardholder only. Accompanying persons will not be allowed entry.
✓ Do not forget to bring your SFC Local Library Card, as without it you will be unable to enter the Media Center.
✓ Smoking, eating, drinking and talking on cell phones are prohibited in the Media Center. However, drinking from sealable containers (such as plastic bottles) is allowed in certain areas. (For details of which areas, refer to the Media Center notice board.)
✓ Cell phones should be set on manner mode. Calls can be made in the lounge on the first floor, in the group study rooms on the second and third floors, or outside.
✓ You are responsible for supervising any items that you bring into the Media Center. The Media Center will not be held accountable for any incident of theft or otherwise.
✓ In the event of a serious violation of the Media Center rules, your card will be recalled and your user privileges cancelled.

Keio University Shonan Fujisawa Media Center

Address: 5322 Endo, Fujisawa-shi, Kanagawa 252-0882
Phone: 0466-49-3429 (Mon.–Fri., 9:15 a.m.–5:00 p.m.)
Website: http://www.sfc.lib.keio.ac.jp/eng
Material Search: Use the KOSMOS search system, which can be accessed from the Shonan Fujisawa Media Center website.