

Rules for the Use of the University Library for Agricultural and Life Sciences, the University of Tokyo

Established on April 1, 2004

Revised on July 27, 2005

December 1, 2005

January 21, 2010

May 26, 2011

March 17, 2016

January 21, 2021

Article 1 Purpose

The purpose of these rules is to provide for necessary matters concerning the use of the University Library for Agricultural and Life Sciences, the University of Tokyo (hereinafter referred to as the “Library”) based on Article 8 of the Library Rules.

Article 2 Library Hours

1. Open days and hours are as follows.
 - (1) Weekdays: 8:30 a.m.-10:45 p.m.
 - (2) Saturdays: 12:00 p.m.-5:00 p.m.
2. Notwithstanding the provisions of the preceding paragraph, the following days shall be days of closure
 - (1) From December 29 to January 3 of the following year
 - (2) The last day of every month, excluding building maintenance days (from one week before the start of each term-end examination period to the last day of the examination period (hereinafter referred to as the “Undergraduate Examination Period”), but the day before if the last day of the month falls on a holiday or Saturday)
 - (3) Day of the University admission exam
 - (4) Saturdays during the summer vacation period
 - (5) Saturdays during the winter vacation period
 - (6) Saturday, when it falls on the day before or the day of the University of Tokyo's general screening exam (Yayoi Campus)
 - (7) Saturdays, from the day after the last day of the last term exams of the academic year to the day before the first day of classes of the following

- academic year
- (8) Summer holidays designated by the Graduate School
 - (9) Other days as deemed necessary by the Director of the University Library for Agricultural and Life Sciences (hereinafter referred to as the "Library Director")
3. Notwithstanding the provisions of Paragraph 1, the Library shall be open on specially designated days as follows.
 - (1) Weekdays during the summer holidays: 8:30 to 7:00 p.m.
 - (2) Weekdays, from 8:30 a.m. to 7:00 p.m., from the day after the last day of the last term exams of the academic year to March 19 of that academic year.
 - (3) Weekdays, from 8:30 a.m. to 5:00 p.m., that fall on the day before or on the day of the University of Tokyo's general screening exam on Yayoi Campus
 - (4) Weekdays from 8:30 a.m. to 5:00 p.m. from March 20 to the day before the first day of classes for the following academic year
 - (5) Sundays during the undergraduate examination period: 12:00 p.m. to 5:00 p.m.
 - (6) Holidays specified in the Act on National Holidays, that occur during the undergraduate examination period, from 12:00 p.m. to 5:00 p.m.
 4. In addition, the Library may be open on a temporary basis when the Library Director deems it necessary.

Article 3 Library Pass

The Library issues a "University of Tokyo Library Pass" (hereinafter referred to as "Library Pass") to the following persons.

- (1) Members of the Graduate School of Agricultural and Life Sciences/Faculty of Agriculture
- (2) Faculty members who have retired from the Graduate School of Agricultural and Life Sciences/Faculty of Agriculture due to reaching mandatory retirement age
- (3) Other persons approved by the Library Director

Article 4 Entering the Library

1. Members of the University must present their Library Pass to enter the Library.
2. Those who do not carry a Library Pass must fill out the prescribed form to

enter the Library.

Article 5 Browsing

Users may freely browse the Library materials placed on open shelves.

Rare books, books in Japanese binding, doctoral dissertations, microforms, etc., may only be handled by Library staff.

Article 6 Borrowers

1. The following persons with a Library Pass may borrow materials from the Library.

(1) University faculty and staff

(2) Undergraduate students, graduate students, research students and auditors

(3) Faculty who have retired from the Graduate School of Agricultural and Life Sciences and the Faculty of Agriculture due to reaching mandatory retirement age

(4) Other persons specially approved by the Library Director

2. Materials listed below may not be checked out of the Library.

(1) Reference books

(2) Abstracts and index journals

(3) Rare books

(4) Books in Japanese binding

(5) Doctoral dissertations

(6) Newsprint

(7) Fragile materials

(8) Other materials that the Library prohibits from taking out

Article 7 Photocopies

Users may ask the Library to make photocopies of materials in the Library to the extent permitted by Article 31 of the Copyright Act. This does not apply, however, to the materials listed below.

(1) Reference books

(2) Books in Japanese binding

(3) Fragile materials

(4) Materials whose reproduction is prohibited by the publisher

(5) Other materials that the Library prohibits from being copied

Article 8 Interlibrary Loans

1. Users who fall under items 1 through 3 of Article 3 may ask the Library to facilitate the use of materials held by other university libraries.
2. Expenses incurred per the preceding paragraph must be borne by the user.
3. The Library will accept requests from other university libraries, etc., to borrow materials or to make copies.

Article 9 Prohibition against Lending to Other Persons

The user must not loan borrowed Library materials to another person.

Article 10 Obligation of Compensation

The user must compensate the Library for any damage, defacement, or loss of materials, or damage to Library facilities or equipment.

Article 11 Measures to Protect Personal Information

When the Library holds Library materials that fall under Article 2, Paragraph 5, Item 3 of the Public Records and Articles Management Act (Act No. 66 of 2009) and that are deemed to contain information listed in Article 5, Items 1 and 2 of the Act on Access to Information Held by Incorporated Administrative Agencies (Act No. 140 of 2001), the Library Director will take necessary measures to protect personal information in accordance with the University of Tokyo Rules on Measures for Proper Management of Retained Personal Information.

Article 12 Miscellaneous Rules

In addition to what is provided for in these rules, matters necessary for the implementation of these rules shall be prescribed separately.

Supplementary Provisions

These Rule Shall come into effect from April 1, 2004.

Supplementary Provisions

These Rule Shall come into effect from April 1, 2005.

Supplementary Provisions

These Rule Shall come into effect from December 1, 2005.

Supplementary Provisions

These Rule Shall come into effect from April 1, 2010.

Supplementary Provisions

These Rule Shall come into effect from April 1, 2011 and shall be applicable from April 1, 2011.

Supplementary Provisions

These Rule Shall come into effect from April 1, 2016.

Supplementary Provisions

These Rule Shall come into effect from April 1, 2021.