

Circulation Policy

For borrowing materials, you will need borrower's card. When borrowing for the first time, please ask a librarian.

Materials	Limit: 30 materials Loan period: 1 month (Materials of RIHN's archives: 2 weeks)
Microfilm / Microfiche	For use in RIHN only
Reference books (dictionary / encyclopedia)	For use in the library only
Periodicals current issue	
Periodicals back numbers	

* 30 materials in total with materials of RIHN's archives

* Taking borrowed materials out of RIHN is forbidden

We ask you to process your application for borrowing / returning materials through the computer “貸出・返却システム” on circulation counter .

【Notes】

1. Fill in the temporary take-out record book on the counter and put it in the box below it if:
 - ・ Temporary take-out of newspapers
 - ・ When operation is not possible (please let us know while staff are on duty).
2. Please put the returned materials in a black basket and do not return them to the shelves.

If you have any questions, please contact the library staff.

How to borrow materials [required]

1 Click on “貸出 (Borrow)” tab.

2 Scan the bar code of your borrower's card.

Check your name

3 Scan the barcode of the material.

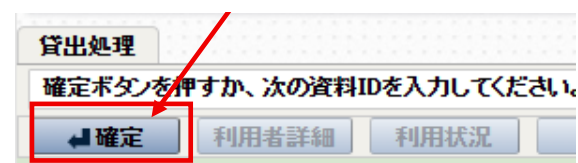
4 Finally, scan the “実行 (Execute)” barcode in front of the keyboard.

If you don't scan it, the borrowing process won't be complete!

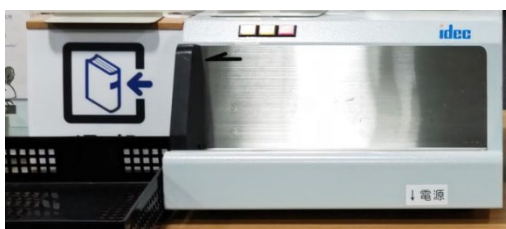


Confirm with “Execute” and confirm that your personal information has disappeared.

Or click “確定” at the top left of the screen



5 Use the machine on the left side of the counter to demagnetize the materials. Otherwise, the buzzer will sound at the entrance gate.



How to return materials [optional]

1

Click on “返却 (return)” tab.

The user ID barcode is not required for the return.

The screenshot shows a web application for library management. At the top, there is a navigation bar with a 'Return' tab highlighted. Below the navigation bar, there is a message: '貸出中の資料を返却済みになりました。次の資料IDを入力してください。' (The borrowed materials have been returned. Please enter the next material ID). There are buttons for '確定' (Confirm), '利用者詳細' (User Details), '利用状況' (Usage Status), and '一覧クリア' (Clear List). A green arrow points from the '一覧クリア' button to a text box that says 'Read the document ID of the material to be returned.' Below this, there is a barcode scanner icon and a text input field for '資料ID' (Material ID). A red box highlights the '資料ID' input field. A green arrow points from the '一覧クリア' button to a text box that says 'Click “一覧クリア (Clear List)” and click Make sure that the list of screens has disappeared.'

No	次工程	資料ID	資料名	請求記号	所在	返却予定日	貸出種別
1	配架	1027335	江戸の花鳥画 : 冊 080 (KOD) 2412	図書室(文庫)	2017/03/24	一般貸出	

2

Read the document ID of the material to be returned.

3

Click “一覧クリア (Clear List)” and click Make sure that the list of screens has disappeared.

4

Please be sure to put the returned materials in the black basket. Materials will be placed on the shelves by the library staff. You can also just put the materials in the basket.



If you wish to extend the loan, please return material and borrow it again. (Return processing is mandatory.)

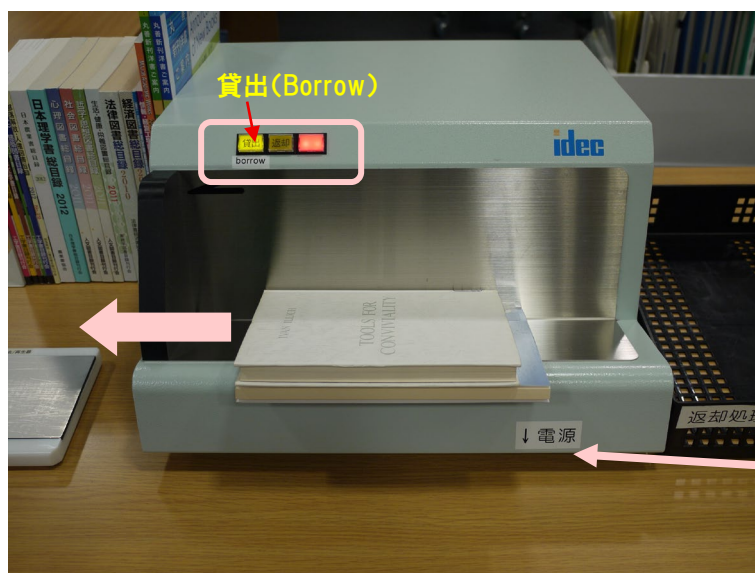
Magnetic removal: Books

After processing your application for borrowing material through the computer, take the magnetism of material off with this device. If the magnetism is not taken off, the alarm would activate at the gate.

- Please use the PC on the right side to process the loan.
- Do not demagnetize audiovisual materials with this device.
- Prohibited materials and magazines cannot be borrowed.

How to use

1. Turn the device on 電源
2. Push the button 貸出 (Borrow)
3. Put the spine of materials as below, then move to the left (Plural materials possible at a time)



4. [Red light will turn off when the magnetism is taken off]
5. Turn the device off 電源 (When returning material, no need for use this device)

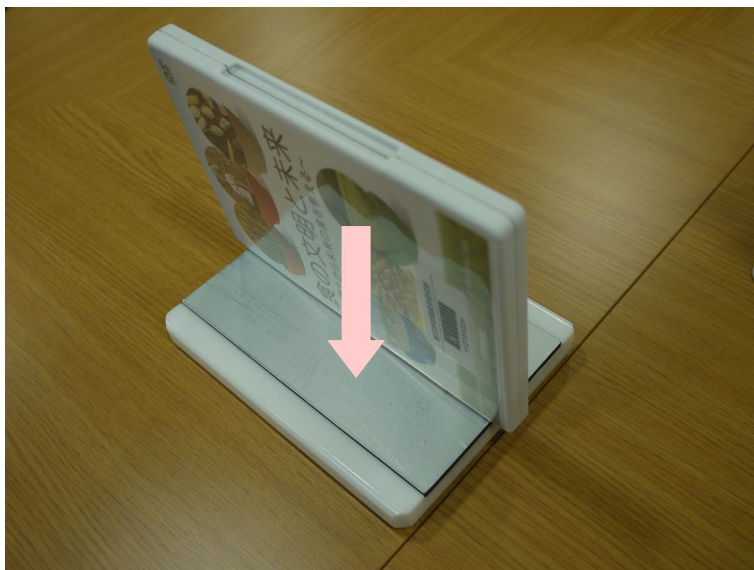
If the buzzer sounds at the doorway, repeat this operation again.

Magnetic removal: Audio Visual material

After processing your application for borrowing Audio Visual material through the computer, take the magnetism of material off with this device. If the magnetism is not taken off, the alarm would activate at the gate.

- Please check out the book on the PC on the right side as with the book.
- The magnetism of the book cannot be removed by this device.

Put the spine of material as below (When returning material, no need for use this device).



If the buzzer sounds at the entrance gate, please inform the library staff.