

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)
Reference books (dictionary / encyclopedia)	For use in the library only
Periodicals current issue	For use in the library only
Periodicals back numbers	Temporarily taking out of the library only

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

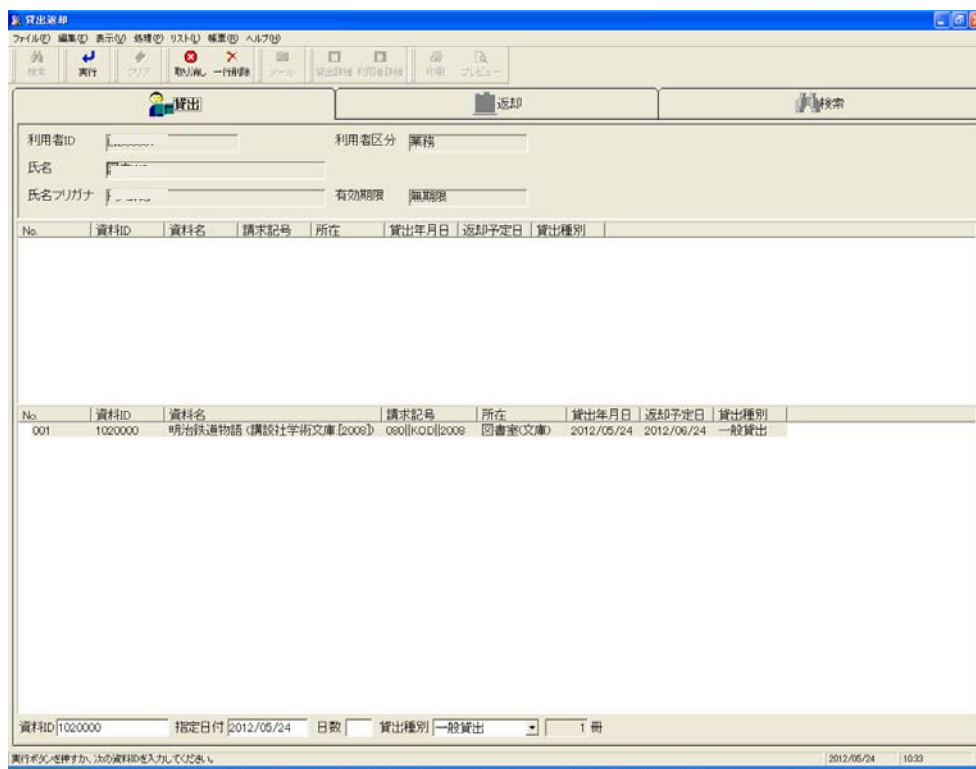
* Taking borrowed materials out of RIHN is forbidden

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 .

1

Borrow

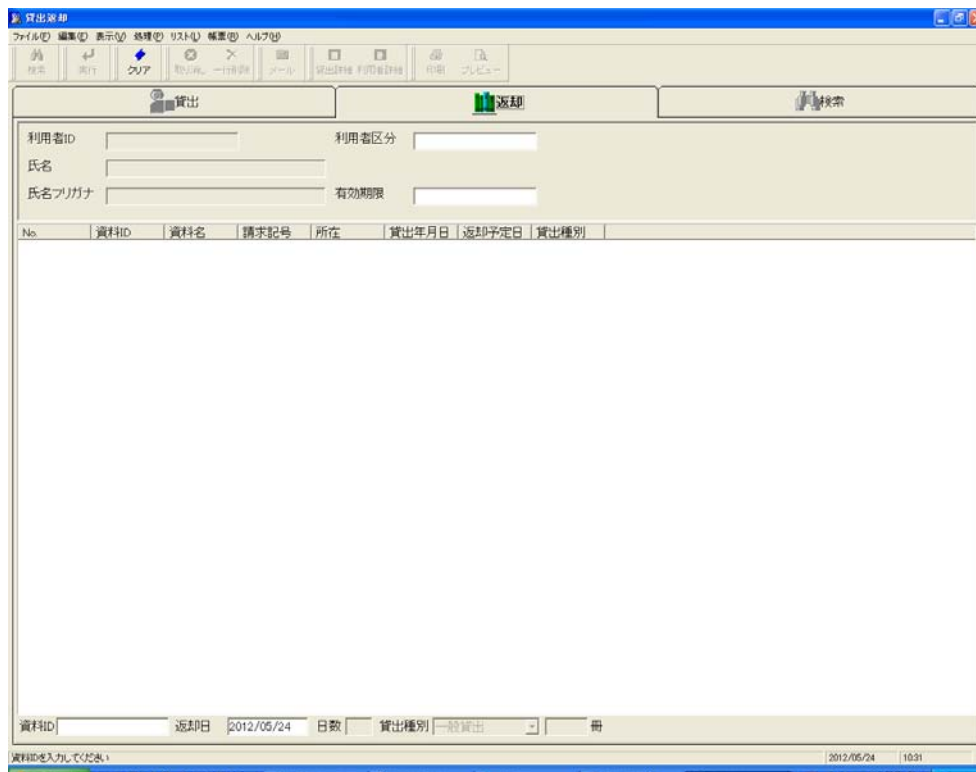
1. Click **貸出** (Borrow) tab
2. Point the cursor to **利用者 ID** (Borrower's ID), then scan the bar code of your borrower's card (Push the button inside bar code reader)
3. Point the cursor to **資料 ID** (Material's ID), then scan the bar code of material which you borrow (In case of cancel, click **取り消し** (Cancel))
4. Click **実行** (Execute) (In case of borrowing more than 2 materials, scan the bar code of materials continuously, then click **実行** (Execute) finally)
5. Take the magnetism of material off with the device on circulation counter (For **Audio-Visual material**, special device on the left)



1

Return

1. Click **返却** (Return) tab
2. Point the cursor to **資料 ID** (Material's ID), then scan the bar code of material which you return (Push the button inside bar code reader)
3. Put material returned in a basket on circulation counter (Librarian will put it back on the shelf)



【Attention】

1. In following cases, fill in 一時持ち出し記録簿 (Book of temporarily taking out of the library) on circulation counter

- Temporarily taking periodicals (back numbers) or newspapers out of the library
- Processing from 0 a.m. to 3 a.m.
- Error message displayed

2. Don't leave the computer displaying personal information

2

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

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



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

2

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

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

