

Requests to Visitors

In order to prevent infection and spread of a novel coronavirus disease (COVID-19), we sincerely apologize for any inconvenience and would appreciate your understanding and cooperation.

- ① Advance online booking is required to use the reading room. Please check all the notes below and make your reservation by 15:00 two business days prior to the date you wish to use the reading room. Our library staff will contact you about the reservation result.
 - The reservation will be first-come-first-served basis. When you make a reservation, please choose from forenoon, afternoon or full day use.
 - Please be sure to enter the call number and name of the material you wish to view. Each person can view up to 50 books in 10 titles materials per day.
 - Because the materials require to be sanitized, the same materials will not be available 7 days after their use.
 - If you want to use the reading room for consecutive days, please request a reservation for each day. Depending on the congestion situation of the day, we may not be able to accept it.
 - Because of the nature of our collection, complete disinfection is not possible. Please wash your hands and gargle frequently while using the reading room.
- ② The Opening Hours will be from 10:00 to 16:00 (Admission ends at 15:30) temporarily.
- ③ Please read the attached sheet carefully and refrain from visiting the reading room if you meet any of the articles listed. (e.g., visited the country and region in the past two weeks where the infection has continuously been spread, and also if you have symptoms including coughing, feeling of dyspnea, feeling a chill, pain in the joint, feebleness and diarrhea.)
- ④ Please wear a mask when visiting.

- ⑤ Please use hand sanitizer before entering the reading room.
- ⑥ Please fill out the checklists and we will take your temperature. If you have fever of 37.5 degrees C or higher, or 1.5 degrees higher than normal, please refrain from entering the reading room.
- ⑦ The staff will guide you to the desk with the assigned number we informed you after reservation. We will call you by your number for any procedures.
- ⑧ Photocopies will be delivered by mail later except for the materials that can be photocopied by the visitors.
- ⑨ Please do not put the reference book back to the bookshelf but be sure to put it on the book trolley.
- ⑩ Eating and drinking are not allowed in the break room temporarily to prevent infection. Please use the rest area outside the room for drinks. Eating (Obento etc.) is not allowed in the library.
- ⑪ If a visitor of the library is confirmed to be infected with COVID-19, we might offer registration information of other visitors who are suspected of infection and other visitors who had close contact with the infected person to the health centers and public institutions. We ask for your kind cooperation to update your registration information (phone number, e-mail address).

[Advance online booking for reading room](#)